

# PCC Dual Credit

## Student Handbook 2025-2026



**Portland  
Community  
College®**

**Dual Credit Program**

**(971) 722-7737**

**[dualcredit@pcc.edu](mailto:dualcredit@pcc.edu)**

**[www.pcc.edu/dual-credit](http://www.pcc.edu/dual-credit)**

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## Welcome to PCC Dual Credit!

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The PCC Dual Credit program allows high school students to earn both high school and college credit at the same time by taking PCC-approved courses taught at their high school by qualified instructors.

Courses include:

- [Lower Division Collegiate \(LDC\)](#): Transferable courses that count towards a bachelor's degree.
- [Career and Technical Education \(CTE\)](#): Courses that apply to associate degrees or certificates.

### Benefits of Dual Credit at PCC:

- **No Cost:** Earn college credit without paying tuition or fees, saving time and money.
- **College Readiness:** Build confidence and skills for college-level work.
- **Faster Progress:** Accumulate credits that may qualify you for earlier college registration and advanced placement ([how priority registration works](#)).
- **Transferable Credits:** PCC credits are usually transferable to all Oregon public colleges and most out-of-state institutions—always confirm with your intended college ([how does credit transfer](#)).
- **Student Resources:** Get a PCC student ID card and access to the library, online tutoring and other student resources ([see all student resources](#)).
- **Proven Success:** Dual Credit students are more likely to complete college and graduate faster.

To see the list of participating high schools and courses offered at your school, visit our website:  
[www.pcc.edu/dual-credit/schools/](http://www.pcc.edu/dual-credit/schools/).

# Credits with a Purpose

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## Credits with a Purpose: Planning for the Future

Every college credit you earn now can shape your future. Taking Dual Credit courses with a clear goal helps you stay on track, avoid taking extra classes later, and make the most of your time and effort. Not all credits transfer the same way to every college, so planning ahead—based on your interests, career goals, or intended college—can save you time and money in the long run.

To support students in reaching their college and career goals, PCC focuses on offering courses that are directly aligned with various degree and certification requirements. This approach ensures that students earn meaningful credit that advances their educational pathways ([Credits with a Purpose](#)) rather than elective credit that may not transfer.

## Why Taking Credits with a Purpose Matters

Understanding the key differences between high school and college helps you make smarter choices about your future. College gives you more freedom, but it also expects more responsibility. You have to manage your own time, stay motivated without reminders, and make decisions about your academic path. That's why taking college credits in high school—especially through dual credit—is a big opportunity, not just a checkbox.

Every credit you earn should move you closer to a goal: a degree, a certificate, a transfer plan, or a career you care about. Ask yourself: Will this credit count toward the college or program I want? Does it help me explore what I'm interested in? Am I learning how to be successful in a college environment?

When you earn college credit with intention, you save time, save money, and build skills that will actually support your future—not just fill a transcript.



# Student Admissions and Registration Process

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## How Students Register for Dual Credit

There is a **4-step process** for students who wish to earn college credit for the high school course work through Portland Community College.

This information is provided so that articulating High School Dual Credit Faculty can assist their students with the [PCC admissions and registration process](#).

### 1. Apply:

- Students are encouraged to submit their [Dual Credit Admissions Application](#) at **least 2 weeks before** their course registration period begins. *(To see course registration dates, refer to the [Dual Credit Academic Calendar](#))*
- Students will need to create their admissions account before they can submit their admissions application.

### 2. Wait:

- Students are encouraged to check their email regularly for their “PCC application status update” email.
- Dual Credit students typically receive admission within 3-5 business days of submitting their application.
- If things are taking longer than that, [please contact our office](#) for assistance.

### 3. Set-up:

- Students will need to set-up their MyPCC account in order to register for their courses.
- On the [MyPCC login page](#) students are encouraged to click *need help* → *first time user* to get a setup code and create a password.

### 4. Register:

- To earn college credit, students must register in MyPCC during the course registration dates. Students are encouraged to look up the five-digit CRN (course reference number) on the [Participating High Schools](#) website.
- To register, students must log into their MyPCC portal and click *register for classes* in the *term-to-term checklist*. Then click *add or drop classes*, choose the appropriate term, then enter your CRNs and click submit changes.

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**Need Help?** Check out this video: [Step by Step: Dual Credit Admissions and Registration](#) ([En Español](#))

## Admissions & Registration for PCC Dual Credit Courses

### STEP 1: CREATE AN ACCOUNT & APPLY

Create a PCC Admissions Account <a href="http://www.pcc.edu/dcapply">www.pcc.edu/dcapply</a>	Start your Dual Credit Application	Submit your Dual Credit Application
Click on “Create a PCC application account” if it’s your first time applying to PCC or if you’ve taken dual credit courses before September 2024.	Answer all questions with a red asterisk*--note that your SSN is not required  <i>If you need help completing your application, please refer to our <a href="#">Admissions &amp; Registration Guide</a></i>	Review, sign and submit your online application


### STEP 2: WAIT

Wait 3-5 business days for processing	Receive “PCC Application Status Update” Email	Log back into your admissions account
Check your email regularly for your status update email	After waiting 3-5 days, you should receive an admissions update with the subject line “ <b>PCC Application Status Update</b> ”  <i>If you haven’t received an email in 5 business days, email the Dual Credit office at <a href="mailto:dualcredit@pcc.edu">dualcredit@pcc.edu</a></i>	Log back into your account by clicking log in under “ <b>Dual Credit Returning Applicants</b> ”

### STEP 3: SETUP

View your Admission Letter	Setup your MyPCC portal <a href="http://www.my.pcc.edu">www.my.pcc.edu</a>	Log into your MyPCC portal
Your admission letter will have your PCC ID number, MyPCC username and PCC email address	Set up your account using the <b>first-time</b> user link	Log into your MyPCC portal after creating your new password and setting up your security questions

### STEP 4: REGISTER

Register for your Dual Credit Course	Check your registration status	 <b>Congrats!</b> <b>You’re a PCC College Student!</b>
Click on MyCourses > Register for Classes > Add or Drop Classes > Select term > Enter 5 digit CRN under “ <b>Add Classes Worksheet</b> ”	Click on the “ <b>Detail Schedule</b> ” link or “ <b>Return to Menu</b> ” > “ <b>Student Detail Schedule</b> ” to verify your course enrollment	

# Create your Admissions Account

1. Visit [www.pcc.edu/dcapply](http://www.pcc.edu/dcapply) to create your admissions account

2. Click **Create a PCC application account** under the **Dual-Credit-New Applicants** section

If you have started a Dual Credit Application this academic year, but have not yet submitted it, please use the **Dual Credit- Returning Applicants** to continue your admission application.

3. Create your PCC application portal account by completing the form. *Be sure to use your personal email address, not your school email.*

4. Click **Continue** to create your admissions account.

*A temporary PIN will be sent to your email address. If you do not receive the email within a few minutes, please check your junk/spam folder.*

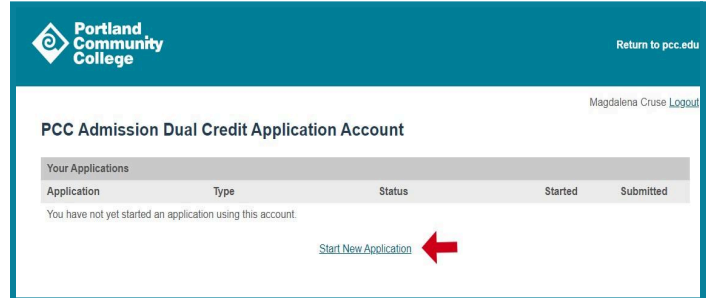
5. Login into your personal email address, click the email titled **“PCC Admissions account created”**. Then, click on the **Account Activation Link** provided in the email.

6. Enter the **temporary PIN** from the email into the requested field and your birthdate, then click **Login**.

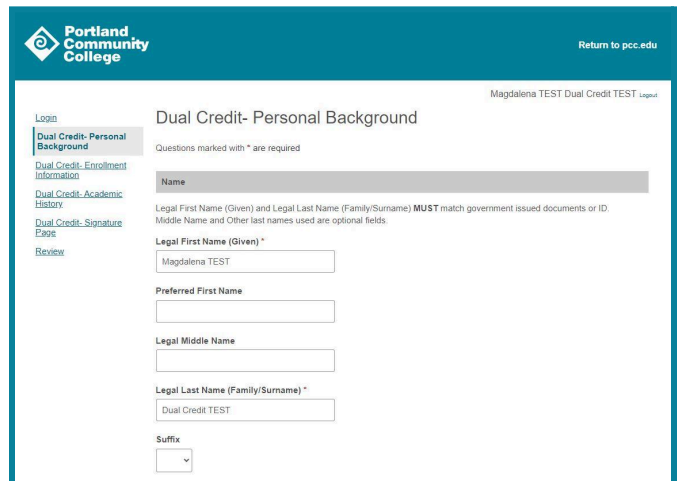
7. Create your new password, then click Set Password. Once your password has been created, continue to **Start your PCC Dual Credit Application**.

# Apply for Admission

1. After creating your admissions count, ensure that your application account says “PCC Admission Dual Credit Application Account” before beginning your application. Then click **Start New Application** then **Create Application**.



2. Complete the application by answering all questions (*Personal Background, Enrollment Information, Academic History, Signature and Review Page*).

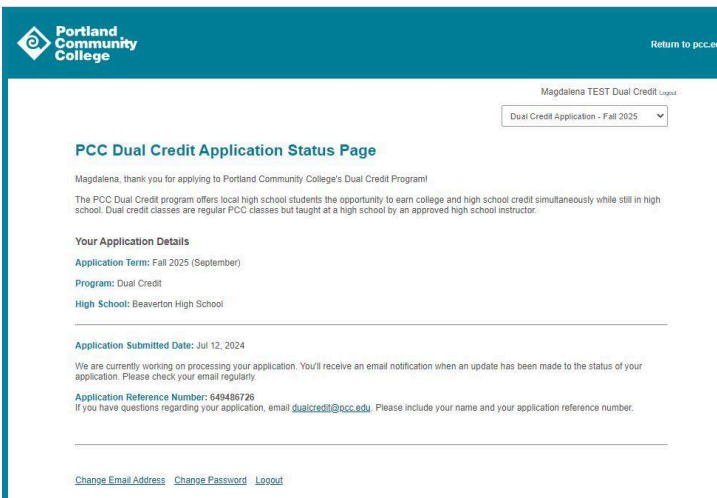


3. After entering all required information, review your application and provide your signature (full legal name).

*Please note that only questions with a red asterisk\* are required.* And some questions may generate new questions in accordance with your response to each question.

4. After ensuring you’ve answered all required fields, **Submit your Application**.

**Continued to the Next Page...**



## Things to Consider When Completing Your Dual Credit Application:

- Your application Legal First Name and Legal Last Name must match government issued documents or ID. The Middle Name and Other Last Names used are optional fields.
- You are **not required** to answer the *Gender Identity* and *Sexual Orientation* questions.
- You are not required to have a SSN to attend PCC—therefore, this question is also **optional**.
- When reviewing your application, items in **red** are required whereas items in **orange** are optional.

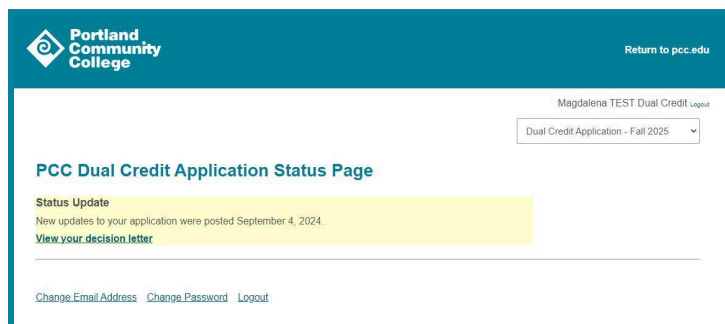
# Apply for Admission Continued

5. After submitting your application, ***please allow 3-5 business days for processing.***

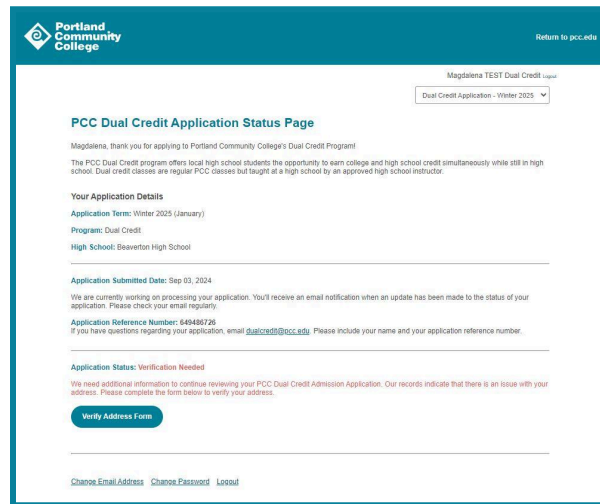
**Important Note:** If your mailing address was marked as incomplete, an **Address Verification form** will be posted in your account (see image)

*Your admissions application will not be processed until the address has been verified.*

6. Within 3-5 business days, you will receive an email requesting that you log back into your Dual Credit Admissions portal to check your application status update.



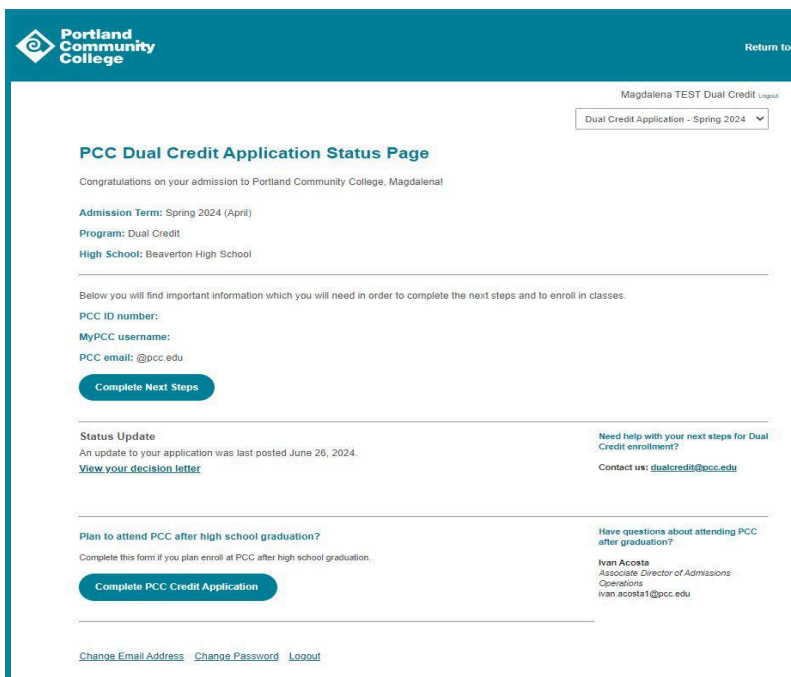
The screenshot shows the 'PCC Dual Credit Application Status Page' for Magdalena TEST. A yellow box highlights a 'Status Update' dated September 4, 2024, with a link to 'View your decision letter'. The page also includes links for 'Change Email Address', 'Change Password', and 'Logout'.



The screenshot shows the 'PCC Dual Credit Application Status Page' for Magdalena TEST. It displays application details: Application Term (Winter 2025), Program (Dual Credit), and High School (Beaverton High School). It also shows the application submitted date (Sep 03, 2024) and a reference number (649486726). A 'Verify Address Form' button is visible.

7. Click on ***View your decision letter*** to see your PCC ID number, MyPCC username and PCC email address.

Then proceed to **STEP 2: Set up your MyPCC student account** (next page).



The screenshot shows the 'PCC Dual Credit Application Status Page' for Magdalena TEST. It displays admission details: Admission Term (Spring 2024), Program (Dual Credit), and High School (Beaverton High School). It also shows the PCC ID number, MyPCC username, and PCC email address. A 'Complete Next Steps' button is visible. The page also includes a 'Status Update' dated June 26, 2024, and a link to 'View your decision letter'. There is also a section for 'Plan to attend PCC after high school graduation?' with a 'Complete PCC Credit Application' button.

# Set up your MyPCC student account

## Setting up your MyPCC

After being admitted to PCC, you are issued a username (usually your firstname.lastname) to access your MyPCC portal via email (*note: this is different from the email you used when you applied to PCC*).

To set up your MyPCC student portal:

1. Go to [MyPCC](#) and click on “[First Time User](#)” on the lower right-hand side of the website.
2. Enter your username and click “Next.”

- **Note: your MyPCC username includes “@pcc.edu”**



Set up my account

Step 1 of 3: Request an account setup code

**New students:** If you're getting the "try again" message, this is related to a delay in our system. It may take overnight for your account to be ready. Thank you for your patience.

Don't know your username? You can [look it up](#), or check the email you got when you [applied for admission](#).

MyPCC username

Next

[Get help accessing your account](#)


3. PCC will send you a Setup Access Code to the email address that you provided on your admission application. The subject should read: “*PCC account - setup code.*”
4. After entering your username and setup code, you will be prompted to set up your MyPCC password and self-help reset options. *Please note this will be different from your admissions account password.*
5. Once your account has been successfully set-up, you should see the following message. Please note that there is usually up to a 2-hour delay before you can access your MyPCC account.

## MyPCC Password Help

If you have forgot your MyPCC password, try these steps:

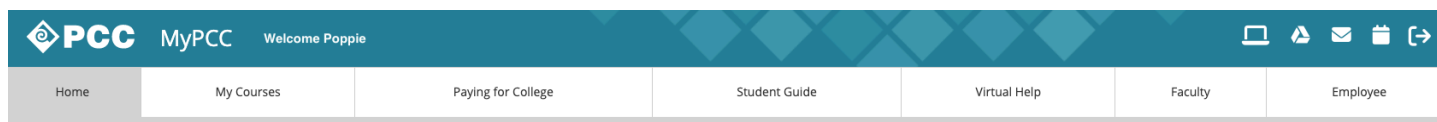
1. Go to [MyPCC](#) and click on [Forgot your Password?](#)
2. Enter your username and click “Next”
3. There should be 2-3 reset options that you had set up when you set up your MyPCC password. Choose an option and follow the steps to reset your password.

**Can't remember your MyPCC username?**

 **Call the Dual Credit office** at 971-722-7737 for assistance.

## What is MyPCC?

[MyPCC](#) is the online portal for the students, faculty and staff of Portland Community College. MyPCC is a secure site that allows you to check email, register for courses, order your official transcript, communicate with the college, and check your academic progress.



## MyPCC Email

You are issued a PCC email account when you complete admissions with PCC. This email will remain active as long as you are an active student with the college (accounts go inactive after 1 year of no registrations for Dual Credit students).

Please be sure to monitor your PCC email inbox regularly to ensure you don't miss important messages from the college. When emailing PCC staff and faculty, please ensure that you're using your PCC email. When you are logged into MyPCC, you can click the [envelope icon](#) on the upper-right hand corner of your student portal to access your PCC email account.

Alternatively, you can select the [Google Drive icon](#) (to the left of the envelope) or the [calendar icon](#) (to the right of the envelope icon). *Note: Your Google Drive and calendar access will remain active as long as you are an active student with the college.*



## GRAD Plan

([Graduation Requirements](#) & [Academic Decisions Plan](#))

As an active student with PCC you have access to a great planning tool which can be accessed from your My Courses tab in your MyPCC portal.

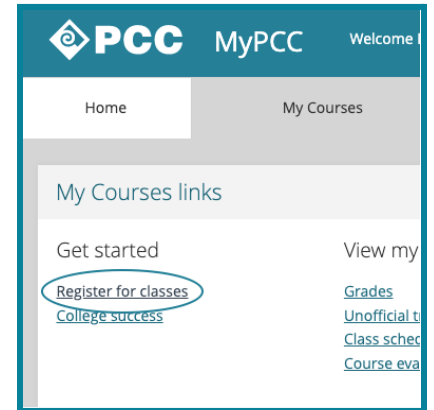
### GRAD Plan helps you:

- o Track progress towards completing degree requirements and to plan future coursework at PCC.
- o Complete "What If" scenarios for different degrees and certificates to see how your existing credits apply towards a new degree or certificate
- o Reduce paperwork and manual degree checklists by using the online environment.
- o Calculate grade point averages and degree completion

# Register for your Dual Credit Course(s)

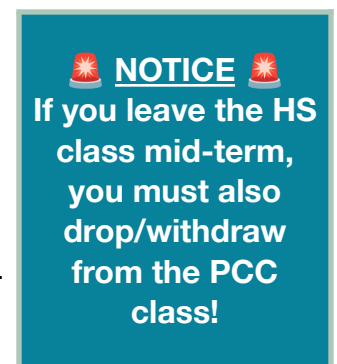
## Register for a class

1. After identifying your [course CRN](#), log into your [MyPCC](#) portal.
2. Click on the **My Courses** tab then select **Register for classes**.
3. Select **Add or Drop Classes** (see image).
4. Select the PCC term and submit.
  - a. If your CRN starts with a 4 select Fall, a 1 select Winter and a 2 select Spring.
5. Enter the 5-digit CRN in the box under **Add Classes Worksheet**.
  - a. If you're registering for more than 1 dual credit course, you can enter each 5-digit CRN into a box.
  - a. If you do not have boxes available, contact the Dual Credit office for assistance.
  - b. Check the box to agree.
  - c. Then select **Submit Changes**.
- d. Verify your registration went through successfully! You should see **\*\*Web Registered\*\*** next to the class with today's date. You can also select **View your class Detail Schedule** to confirm your course registration.

A screenshot of the 'Add Classes Worksheet' form. The form has a title 'Add Classes Worksheet' circled in blue. Below the title is a section for 'CRNs' with a row of input boxes. Below this is a paragraph of text: 'For add or drop classes, you need to check the box below prior to click on the Submit button. You should write down the CRNs that you want to add/remove before submitting the change. In case you forgot to check the consent, it will take you back to the Add or Drop Classes page for re-enter the CRNs again.' Below the text is a checkbox with the text 'I agree that I have reviewed all disclosures provided above and by checking the box it acts as my electronic signature.' Below the checkbox are four buttons: 'Submit Changes', 'Class Search', 'View/Pay Charges', and 'Reset'.

## Drop/Withdraw from a class

1. Log into your [MyPCC](#) portal.
2. Click on the **My Courses** tab then select **Register for classes**.
3. Select **Add or Drop Classes**.
4. Select the PCC term and submit.
5. Choose Drop or Withdraw from the drop-down menu next to the course.
6. Check the box to agree and select **Submit Changes**.



# Student Responsibilities

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*As a Dual Credit student, you are held to the same academic and behavioral standards as PCC students taking classes on campus or online.*

## **As a college student, you are responsible for:**

- **Reviewing Program Information:** Read this handbook and visit the Dual Credit website to understand program details.
- **Being College-Ready:**
  - Take a self-assessment: are you ready for college-level work?
  - Check prerequisites: your high school class may meet them. Ask your teacher if you're unsure.
- **Applying and Saving Your Information:** Complete the Dual Credit Admissions application and save your MyPCC username, password, and Gnumber.
- **Meeting Deadlines: See Next Page**
  - Know your registration, drop and withdrawal deadlines
  - You cannot register or drop retroactively—missing deadlines has permanent consequences.
- **Verifying Registration:** Log in to MyPCC → My Courses → Class Schedule to confirm you're registered
- **Dropping or Withdrawing if Needed:** If you leave the high school course or change schools, you must drop or withdraw from the PCC class by the deadline
- **Sending Your Transcript:** Request your official PCC transcript to be sent to colleges you're applying to
- **Keeping Your Information Updated:** If you move, update your address in MyPCC → Profile or call 971-722-8888 (option 2).



## Dual Credit Academic Calendar

As a dual credit student, it is important to note that PCC Dual Credit courses have different registration dates and deadlines.

The following pages list the academic deadlines for each high school course type (trimester, semester, and yearlong). You are responsible for meeting posted deadlines.

# DUAL CREDIT 2025-2026

## ACADEMIC CALENDAR



### SEMESTER LONG COURSES

#### 1ST

SEMESTER  
HIGH  
SCHOOL  
COURSE

#### REGISTRATION OCCURS DURING PCC'S WINTER TERM

- **SUBMIT DC APPLICATION STARTING :** AUGUST 25
- **REGISTRATION OPENS:** NOVEMBER 24
- **REGISTRATION CLOSES:** JANUARY 16
- **DROP DEADLINE:** JANUARY 16
- **WITHDRAW WINDOW:** JANUARY 17-21
- **CHANGE GRADE DEADLINE:** JANUARY 21

#### 2ND

SEMESTER  
HIGH  
SCHOOL  
COURSE

#### REGISTRATION OCCURS DURING PCC'S SPRING TERM

- **SUBMIT DC APPLICATIONS STARTING:** FEBRUARY 23
- **REGISTRATION OPENS:** MARCH 9
- **REGISTRATION CLOSES:** APRIL 17
- **DROP DEADLINE:** APRIL 17
- **WITHDRAW WINDOW:** APRIL 18- MAY 1
- **CHANGE GRADE DEADLINE:** MAY 1

# DUAL CREDIT 2025-2026 ACADEMIC CALENDAR



## TRIMESTER LONG COURSES

### T1

TRIMESTER 1  
HIGH  
SCHOOL  
COURSE

#### REGISTRATION OCCURS DURING PCC'S WINTER TERM

- **SUBMIT DC APPLICATION STARTING:** AUGUST 25
- **REGISTRATION OPENS:** SEPTEMBER 29
- **REGISTRATION CLOSES:** OCTOBER 31
- **DROP DEADLINE:** OCTOBER 31
- **WITHDRAW WINDOW:** NOVEMBER 1-10
- **CHANGE GRADE DEADLINE:** NOVEMBER 10

### T2

TRIMESTER 2  
HIGH  
SCHOOL  
COURSE

#### REGISTRATION OCCURS DURING PCC'S WINTER TERM

- **SUBMIT DC APPLICATION STARTING:** NOVEMBER 17
- **REGISTRATION OPENS:** JANUARY 5
- **REGISTRATION CLOSES:** FEBRUARY 6
- **DROP DEADLINE:** FEBRUARY 6
- **WITHDRAW WINDOW:** FEBRUARY 7-14
- **CHANGE GRADE DEADLINE:** FEBRUARY 14

### T3

TRIMESTER 3  
HIGH  
SCHOOL  
COURSE

#### REGISTRATION OCCURS DURING PCC'S SPRING TERM

- **SUBMIT DC APPLICATION STARTING:** FEBRUARY 23
- **REGISTRATION OPENS:** APRIL 13
- **REGISTRATION CLOSES:** MAY 15
- **DROP DEADLINE:** MAY 15
- **WITHDRAW WINDOW:** MAY 16-21
- **CHANGE GRADE DEADLINE:** MAY 21

# DUAL CREDIT 2025-2026 ACADEMIC CALENDAR



## YEARLONG LONG COURSES

### YEAR LONG

HIGH  
SCHOOL  
COURSE

#### REGISTRATION OCCURS DURING PCC'S SPRING TERM

- **SUBMIT DC APPLICATION STARTING:** FEBRUARY 23
- **REGISTRATION OPENS:** MARCH 9
- **REGISTRATION CLOSES:** APRIL 17
- **DROP DEADLINE:** APRIL 17
- **WITHDRAW WINDOW:** APRIL 18-MAY 1
- **CHANGE GRADE DEADLINE:** MAY 1

# PCC Policies

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## Confidentiality

The student record belongs to the student regardless of age and has certain rights with respect to student records under [Public Law 93-380](#).

These include:

- The right to inspect the educational records of the student.
- The right to challenge the accuracy of the records if they are believed to be misleading or to violate privacy or other rights of the student.
- Except as provided by the law, the right to prevent the release of any or all information from records to any other party. The college will not send transcript or copies or other educational records to any other school, prospective employer or other person without written request of the student.

## Consent to Release Records

PCC must follow all applicable state and federal laws and [FERPA](#) regulations that apply to us. To give us permission to release any part of your student record, click on Consent to Release from the MyPCC Home tab or complete the [Consent to Release](#) form and return it to Student Records.

Questions about FERPA can be directed to [pccregistrar@pcc.edu](mailto:pccregistrar@pcc.edu). For additional information visit: [FERPA Handout for parents](#) on our website.

## PCC Board Policy

The PCC district shall follow all applicable state and federal laws, rules and regulations that apply to student records. All information contained in the college records which is personally identifiable to any student shall be kept confidential and not released except upon prior written consent of the subject student or upon the lawful subpoena or other order of a court of competent jurisdiction. Student information may be shared among college faculty and staff on an official “need to know” basis. ([Policy B 407](#)).

## Academic Integrity Policy

Students of Portland Community College are expected to behave as responsible members of the college community and to be honest and ethical in their academic work. PCC strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one’s research; to present the words, ideas, data, or work of another as one’s own; or to cheat on an examination corrupts the essential process of higher education. [Find out more about PCC's Academic Integrity Policy](#).

## Office of Equity and Inclusion

The Office of Equity and Inclusion is a key collaborator in PCC's commitment to civil rights, diversity, equity and inclusion. OEI uses the theory of social justice as our foundational framework for operation. We recognize the intersectionality of diversity, equity and inclusion and compliance. We are advocates for an inclusive college climate, regardless of individual differences, beliefs or identities. [Find out more about PCC's Office of Equity and Inclusion.](#)

## Title IX/Nondiscrimination

The college prohibits unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, veteran's status, age, sexual orientation, or any other status protected by federal, state, or local law in any area, activity or operation of the College.

The College also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under anti-discrimination laws. In addition, the College complies with applicable provisions of the Civil Rights Act of 1964 (as amended), related Executive Orders 11246 and 11375.

Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (as amended), Uniformed Services Employment and Reemployment Rights Act ("USERRA"), and all local and state civil rights laws. Under this policy, equal opportunity for employment, admission, and participation in the College's programs, services, and all activities will be extended to all persons, and the College will promote equal opportunity and treatment through application of this policy and other college efforts designed for that purpose.

[Find out more about PCC's Nondiscrimination and Non-harrassment policy.](#)

## Sanctuary College

In December 2016, the PCC Board of Directors established PCC as a "sanctuary college". Given current events, we continue to stand firm in our commitment to ensuring that every member of our community feels safe, welcomed, and supported regardless of legal status. For more information and resources visit: [Sanctuary College Resolution](#).

## Instructional ADA Statement

Federal law requires that high schools provide disability services for students with a documented disability (through either an IEP for 504 accommodation plan), including those students who are taking Dual Credit classes at their high school location. [Students with Disabilities Preparing for Postsecondary Education](#) clarifies the rights and responsibilities of the school and the student as they apply in the school district versus in institutions of higher education.

PCC is committed to ensuring that classes are accessible. [Accessible Education & Disability Resources](#) works with students and faculty to minimize barriers. If students elect to use approved academic accommodations from PCC as a secondary support, they must provide in advance formal notification from Accessible Education & Disability Resources (AEDR) to the instructor.

# Grading Guidelines

## PCC Grading System

All courses at PCC have a default grade option, which has been determined by the Subject Area Committee. In most cases this is a Letter Grade Option (standard A-F system). For each letter grade, you will earn quality points for that credit (see below).

Letter Grade	Description	Quality Points for Credit
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Unsatisfactory but receiving credit	1.0
F	Fail	0.0

*Please note: Though some courses have the option for you to change your grade option, it is best to use the standard A-F grading system (pass/no pass is not always accepted by another institution the same as a letter grade).*

## Satisfactory Academic Progress

There are both academic and financial aid impacts on students that do not achieve Satisfactory Academic Progress. Refer to the [Academic Standards](#) website for more information.

## Drop vs. Withdrawal Status

**Drop:** A course is **dropped** from a student's registration when the request to un-enroll from the course is received **before the published drop deadline for the course**. *Dropping a course removes the course from the student's PCC transcript and any related tuition/fees for the course.*

**Withdrawal:** A course is recorded as **withdrawn** with a 'W' mark on the transcript when a student's request to un-enroll from the course is received *after the drop deadline but before the withdrawal deadline*. Withdrawing courses appear on the student's PCC transcript.

The deadline is different for each type (drop vs. withdrawal) each term and is dependent on the length of the class. For specific information about the withdrawal deadlines in current and future terms, please refer to the [Dual Credit Academic Calendar](#). You can also read more about [PCC Grading Guidelines](#) on the PCC Catalog.

# Dual Credit Grading Guidelines

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## Grading Guidelines

Grades earned in Dual Credit courses are awarded according to **Portland Community College (PCC) grading guidelines**. The grade posted on a student's PCC transcript is the **official grade of record**.

Because high school grading policies may differ from PCC's grading scale, the grade that appears on a high school transcript may not match the official college grade. Students are encouraged to review PCC's grading system in the catalog: [PCC Catalog – G301: Grading Guidelines](#)

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## Student Responsibility

It is the **student's responsibility** to:

1. Verify their PCC transcript grade within **90 days after the course ends**.
  2. Initiate any grade concerns (appeals or disputes) **within 90 days of the course ending**.
  3. Resolve all grade-related issues no later than **one academic year after course completion**.
  4. Understand that after one year, grades recorded on the PCC transcript are final and cannot be changed.
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## Grade Change and Appeal (Error in Grade Recording/Calculation)

- **Step 1: Instructor Contact** – The student must first contact the **instructor of record** to discuss the concern.
- **Step 2: Grade Change (if applicable)** – If an error is confirmed, the instructor will submit a grade change request to PCC.
- **Step 3: Appeal** – If unresolved, the student may submit a formal **Grade Appeal**.

**Deadline:** A grade appeal must be filed **within 90 days of the course end date** and no later than **one academic year after the course concludes**.

More information and forms are available here: [PCC Grade Change & Appeal](#)

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## Final Grade Disputes (Fairness/Consistency Concerns)

Students who believe their final grade was assigned **inconsistently with the course syllabus, stated grading policies, or PCC grading guidelines** may file a **Final Grade Dispute**.

### Process:

1. **Informal Resolution** – The student must first attempt to resolve the issue directly with the instructor.
2. **Formal Appeal** – If the concern is not resolved, the student may submit a **written grade dispute** following PCC's procedure.

**Deadline:** *A final grade dispute must be filed **within 30 days of the following academic term** (e.g., if the grade was issued in fall, the dispute must be filed within 30 days of the start of winter term). All disputes must be resolved within **one academic year** of course completion.*

See full procedure in the PCC Catalog: [PCC Grade Dispute & Appeal Procedure](#)

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**NOTE:** *After the one-year deadline has passed, **official grades on a PCC transcript are final and cannot be changed.***

# Incomplete Grades

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An Incomplete (I) is a temporary mark an instructor may use when a student has successfully completed the majority of a class but needs additional time to complete some of the requirements.

Prior to submitting this mark, the instructor and student must sign a [written agreement](#) that describes the missing requirements, the basis for the requirements' evaluation, the effect on the final grade computation, and the completion date (within one year of the end of term in which the class was taught) for the requirements. The written agreement must also indicate what final grade the student will receive if the identified coursework is not completed by the completion date. **A copy of the agreement must be shared with the Dual Credit office ([dualcredit@pcc.edu](mailto:dualcredit@pcc.edu)) during the same term in which the 'I' mark was assigned.**

If no replacement grade for an "I" mark has been recorded by the instructor within one year of the end of the class' term, *the I mark will automatically be changed to the final grade indicated by the instructor in the written Incomplete agreement and when the instructor submitted final grades for the class.*

Please note that a student cannot complete an Incomplete by retaking the class. For more information visit the [PCC Grading Guidelines](#) website.

## Academic Records Appeal

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All appeals are processed in accordance with PCC's guidelines as noted on the [Complaints and Feedback](#) website. If you experienced a sudden and extenuating circumstance beyond your control that prevented you from meeting a published deadline, you may appeal for an exception to have your academic records updated. ***The deadline to submit an appeal is within 90 days from the end of the term.***

### How to File an Academic Records Appeal

- Visit the [Academic Records Appeal](#) website to complete the appeal webform.
- You will be asked to provide a brief summary of the reason for your request as well as have the opportunity to upload any documentation.

**Notification of the outcome of your appeal will be sent to your MyPCC email address within 30 days of receipt.**

*If you need assistance completing your appeal please feel free to contact the Dual Credit program at (971) 722-7737 or [dualcredit@pcc.edu](mailto:dualcredit@pcc.edu).*

# Credit Transfers & Transcripts

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## Transferring Credits

Credits earned through the PCC Dual Credit program may be transferable to other colleges and universities. These credits can potentially count toward degree requirements as lower-division electives, general education credits, or direct course equivalents. However, how credits transfer and apply toward a specific degree is determined by the receiving institution.

To understand how your credits may be applied, contact the admissions or advising office at the school you plan to attend. They will be the best to assist you in determining how your credits will transfer **and** apply.

It is important to note that transferability and applicability are two different things when it comes to college credit. Therefore, when contacting an admissions counselor and/or advisor, it is important to note that it's possible that not all transfer credits can/will be applied towards a college degree.

**For more information visit:** [How does my credit transfer?](#)



It is your responsibility to send your official PCC transcript to all colleges/universities that you plan on attending (including PCC) in order to transfer your credit to the receiving institution.

## What is a Transcript?

An official transcript is a complete, chronological representation of a student's academic record. It includes all courses attempted at Portland Community College, including those withdrawn from and those repeated. It also includes a summary of all transfer credits accepted by PCC.

## How to View Unofficial Transcripts

If you just need to see or print your unofficial transcript, you can do it directly in MyPCC:

- On the [MyPCC](#) Home tab in the Quick Links section, click unofficial transcript
- Click Print to create a PDF (see how to [print to PDF](#))

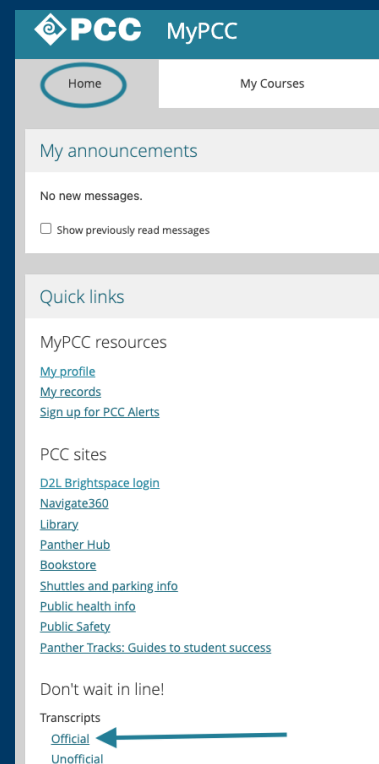
## How to Order your Official Transcript

[Official transcripts](#) are available via Parchment in PDF or paper formats. PDF transcripts are considered official and are sent through an automated process described on the next page.

## How to Order Your Official PCC Transcript

### Current PCC Dual Credit Students:

1. Log in to [MyPCC](#)
2. On the *Home* tab under the *Quick Links > Don't wait in line!* section, click on **official transcript**
3. Click on **Access the Transcript Ordering Site**
4. If this is your first time logging in, you will need to create a Parchment account
5. Follow the on-screen instructions
  - a. Reminder: don't email official transcripts to yourself–this makes them unofficial. Instead, send them directly to your recipient.



### Former PCC Dual Credit Students:

1. Visit the [transcript ordering site](#) directly
2. Create an account or log in as a returning user (don't use your MyPCC login)
3. Follow the on-screen instructions
  - a. Reminder: don't email official transcripts to yourself–this makes them unofficial. Instead, send them directly to your recipient.

### **How long does it take?**

- If you use the ordering link in MyPCC, your transcript will be sent in 1 hour.

### **How much does it cost?**

- You will need to have a valid credit card available (Visa, Mastercard, Discover) to place your order
  - PDF eTranscript, Emailed: \$8.00
  - Paper Transcript, Mailed: \$10.75 (includes USPS standard shipping)

If you can't use Parchment due to technical issues or financial hardship, contact [Student Records](#) direct at [records@pcc.edu](mailto:records@pcc.edu).

# Contact Information & Student Resources

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## PCC Dual Credit Program

(971) 722-7737

[dualcredit@pcc.edu](mailto:dualcredit@pcc.edu)

[www.pcc.edu/dual-credit](http://www.pcc.edu/dual-credit)

### Questions?

Always contact the Dual Credit office first!

## Dual Credit Participating High Schools

*A comprehensive list of PCC Dual Credit classes for the current academic year, including the registration windows and course registration numbers (CRNs)!*

[www.pcc.edu/dual-credit/schools](http://www.pcc.edu/dual-credit/schools)

## Important Departments at PCC

### Advising

Advising, prerequisites, Grad Plan, placement testing, etc.

[pcc.edu/advising](http://pcc.edu/advising)

### Enrollment Services

Credit admission registration holds and other registration errors

[pcc.edu/enroll/registration/contacts](http://pcc.edu/enroll/registration/contacts)

### IT Service Desk

MyPCC and general computer support

[pcc.edu/technology/support/servicedesk](http://pcc.edu/technology/support/servicedesk)

### Student Help Desk

Zoom, Google services support, and D2L Brightspace

[pcc.edu/help-desk/](http://pcc.edu/help-desk/)

### Student Records

Transcripts and student record questions

[pcc.edu/student-records](http://pcc.edu/student-records)

## Student Resources

### Computer Labs

When campuses reopen for in-person instruction

[pcc.edu/computer-labs](http://pcc.edu/computer-labs)

### Counseling

[pcc.edu/counseling](http://pcc.edu/counseling)

### GRAD Plan

[pcc.edu/advising/grad-plan](http://pcc.edu/advising/grad-plan)

### Library

Including online research databases and guides

[pcc.edu/library](http://pcc.edu/library)

### Panther Hub

Student organizations and events

[hub.pcc.edu](http://hub.pcc.edu)

### Tutoring

[pcc.edu/tutoring](http://pcc.edu/tutoring)

**MyPCC** [my.pcc.edu](http://my.pcc.edu)