## KEEP TRACK OF YOUR COURSES HERE

<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>TEACHER/TERM</th>
<th>CRN</th>
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### 2018-2019

Register Here

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PCC ID #: G

User Name

*(Keep password in a separate location)*
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Welcome to PCC Dual Credit

High school students throughout the Portland area earn college credits for some of their high school courses through an “articulated credit” program at Portland Community College called PCC Dual Credit. When Dual Credit students graduate from high school they have a jump start on post-secondary education free of charge, saving both time and money as they get started on their next steps in their education.

Students can earn PCC credit in:

• Lower Division Collegiate credit that counts toward a bachelor’s degree in subject areas such as Engineering, Health, History, Math, Music, and Writing.

• Career & Technical Education courses which lead to an associate degree or certificate in programs such as Automotive Service Technology, Building Construction Technology, Computer Applications Systems, Early Education and Family Studies, Welding.

Courses are said to be “articulated” when the high school course has the same content and outcomes as the college course. Although taught in the high school, the course materials, content, and instructional quality are consistent with the same courses offered by PCC. Because of that articulation, students are able to transition smoothly to the next level of college courses in the subject area following high school graduation.

Since PCC Dual Credit courses are the result of an alignment between high school and college courses requiring college level work, not all high school courses are eligible. Check with your high school counselor to find out which courses at your high school are part of the PCC Dual Credit program.

Get a jump start on your college path today!

View additional program information online or contact the PCC Dual Credit office at 971-722-7737.
## Important Contact Information

<table>
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<th>PCC OFFICE</th>
<th>CONTACT INFORMATION</th>
<th>WHAT CAN THEY HELP WITH...</th>
</tr>
</thead>
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<tr>
<td><strong>PCC Dual Credit</strong></td>
<td>PH: 971-722-7737 <a href="mailto:dualcredit@pcc.edu">dualcredit@pcc.edu</a></td>
<td>All questions related to PCC Dual Credit (admissions, registration, holds, PCC ID, passwords).</td>
</tr>
<tr>
<td><strong>PCC Help Desk</strong></td>
<td>PH: 971-722-4400 <a href="mailto:helpdesk@pcc.edu">helpdesk@pcc.edu</a></td>
<td>Resetting your password or gaining access to your MyPCC account if you have been locked out.</td>
</tr>
<tr>
<td><strong>PCC Student Records</strong></td>
<td>PH: 971-722-7100 <a href="mailto:records@pcc.edu">records@pcc.edu</a></td>
<td>Transcripts, student record questions.</td>
</tr>
<tr>
<td><strong>PCC Enrollment Services</strong></td>
<td>PH: 971-722-8888 opt. 2 <a href="mailto:enroll@pcc.edu">enroll@pcc.edu</a></td>
<td>Registration holds, errors.</td>
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<tr>
<td><strong>PCC Advising</strong></td>
<td>Please set an appointment to visit an academic advisor at the campus closest to you.</td>
<td>Advising, pre-requisite, Grad Plan, placement testing, etc.</td>
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**STAY CONNECTED**

For deadline reminders, events and photos, join us on Facebook, Instagram, and Twitter!
Student Responsibilities

As a student taking a dual credit course, you are expected to meet the same requirements as our college students that are taking classes on campus. As a college student, it is your responsibility to:

- Review and understand the information provided in this student handbook.
- Know the registration, drop and withdraw deadlines for the PCC Dual Credit program. It is your responsibility as a student to meet these deadlines. Academic calendars are located here.
- Complete the PCC online Dual Credit Admissions Application the year you enter the PCC Dual Credit program. Completing an online application generates a PCC ID# and is the first step towards registering for credit. Maintain complete and accurate account information and keep track of your PCC ID#, user name, and password.
- Register for the appropriate college course(s) within the scheduled registration window. CRNs (course reference numbers) will be made available to you by your high school Dual Credit instructor. Dual Credit course CRNs will also be available here.
- Verify your registrations by logging into your MyPCC and clicking on My Courses. Under View My, click on Class Schedule.
- Read about and select a grading option for each class you take at PCC before completing your registration for classes.
- You are responsible for formally dropping your class if you do not want the PCC credit. If you fail to drop during the correct timeframe, you will still be responsible for the grade posted on your transcript (even if it is a D or F). For instructions go here.
- You are responsible for officially dropping your PCC class if you leave your high school during the academic year.
- Verify the accuracy of the final grade(s) on your academic transcript immediately following the conclusion of your course.
- Verify all PCC registrations by logging in to your MYPCC and clicking on My Courses, View My, Unofficial Transcript.
Registration Policies

When you start the online registration process, make sure to carefully check all your information in MyPCC. You want to make sure you are registering for the correct course. Make sure your current term registration matches with the information your instructor has provided. **You are the one responsible for the accuracy of registering for your classes.** Always re-check your class information before completing the registration and confirm accuracy. You can review your classes in MyPCC by clicking on the **My Courses tab**. If you are considering dropping or withdrawing from a class, please refer to **Dropping or Withdrawing**. If you run into obstacles anywhere in this process or have questions, contact us prior to the registration, drop, and withdraw deadlines.

PCC Dual Credit office - 971-722-7737 or dualcredit@pcc.edu

**Students under the age of 16**

Students under the age of 16 will be able to register during the first week of each registration window. After the first week of the registration window students under the age of 16 may need to submit an email to enroll@pcc.edu to have the “under age” hold lifted from your account prior to registering (step 3). The following information must be included in the email, and the email must be sent from your PCC email account:

- First and last name
- G number (Your PCC ID # that was emailed to you after your application)
- PCC course number
- CRN (This is the 5-digit course reference number)

**How students register for PCC Dual Credit**

For PCC Dual Credit students

There is a 3-step process for students who wish to earn college credit for the high school course work through Portland Community College.
- Step 1 – Apply for Admissions.
- Step 2 – Login to and set up your MyPCC account.
- Step 3 – Register for classes.

All students must complete the admissions process each year,
Admissions and Registration

Step 1: Apply for Admission to PCC
- For this step, you will need the following information: your address, your school, your expected graduation date.
- Apply here
- You will need to apply for admission every year.

Step 2: Log into your MyPCC
- For this step, you will need to wait approximately one week after applying for admission, and will need to know your PCC username, your PCC Student ID Number and your date of birth.
- Log in
- You should log in to your MyPCC regularly to check your MyPCC email and perform other tasks.

Step 3: Register for your Dual Credit Course
- For this step you will need to know your PCC username and password, PCC course, the term and the CRN.
- Log in to your MyPCC to register for the course.
- Once you have registered, double check to confirm that your registration was processed properly.
- You will have to do this each time you register for a PCC Dual Credit Course.
Admissions and Registration

**Step 1** - Before you begin, **you must have a working personal email address to apply** online. If you do not have one you can create a free email address by selecting a provider such as Google, Hotmail, or Yahoo. Fill out their online application form to obtain a free email address. Do not use your high school instructor’s email address – you need to use your own working personal email address.

1. Go to [www.pcc.edu](http://www.pcc.edu) and click on “Get Started” in the menu bar.

2. Click on “Apply to PCC” under the Earn a degree or certificate heading.

3. Click on “Apply Now” under the Steps for new students heading.

4. You MUST select **PCC High School Dual Credit** from the drop-down box for admission type (it is defaulted to Credit).

*This step is very important!*
5. Select the appropriate start term from the drop-down box. Fill in your first and last name (legal name). Click on “Fill Out Application” once done.

6. On the Application Checklist, click on “Name” and complete the requested information. Click on “Continue” to go to the next of the application.

*Important!* Checklist item 6 of 8
Make sure that you click on “Look up High School Code” to properly select your high school. If you plan to bus to another school/ campus to take your Dual Credit class, please select your **home school** on the application.

8. After you have completed all items on the Application Checklist, the boxes next to the items will have a ✓

Then click “Submit Application”

9. You must certify that the information you provided on your PCC application is complete and true by clicking on “I agree to the terms” link.
10. You will then get a confirmation page that your PCC application has been received.

Each time you successfully complete a PCC Dual Credit Admission Application and it has been processed you will receive an email (to the email address that you provided on your application) that will contain your PCC username and ID# (starts with a G). If you have submitted a prior application to PCC (dual credit, credit, or non-credit), all subsequent applications will sync up with your existing PCC account unless you used a different name on one of your applications.

1. Go to pcc.edu/setup

2. Enter your PCC username and six digit date of birth and click on “Next”. You will be given a temporary password and asked to sign into MyPCC using it. You will then be prompted to set up your permanent password.

Need help?

Click on the “Get help accessing your account” link for assistance with looking up your PCC username, setting up your password, password resets, and other technical issues.

You can also call the PCC Help Desk for support at 971-722-4400 or for PCC Username and password issues. Please reach out directly to the PCC Dual Credit office for any other issues.
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.

1. Log into MyPCC and enter 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 for specific registration windows.
Admissions and Registration

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

(See the PCC Dual Credit Academic Calendars to determine how your high school schedule translates to a PCC term.)

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.

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”

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.

9. Verify all PCC registrations by logging in to your MyPCC and clicking on My Courses, View My, Unofficial Transcript.
Congratulations!

You are now officially a PCC Student
Upon completion of your PCC Dual Credit course you will be awarded the grade you earned for the course, as well as the credit(s) on your college transcript.

If you choose to Drop or Withdraw from the college course, you must formally drop the course(s) using MyPCC. Instructions on how to Drop or Withdraw from a course are listed on page 13. Be sure to check out the PCC Dual Credit Academic Calendars for important dates.

You are responsible for formally dropping or withdrawing from your class if you do not wish to earn the PCC credit. If you fail to drop during the correct timeframe, you will still be responsible for the grade posted on your transcript (even if it is a D or F). You are responsible for keeping PCC informed of any changes in your mailing address or name. If you leave your high school, you are responsible for dropping your dual credit course(s) with PCC prior to the deadlines posted in our academic calendar.

Attendance
You are expected to attend all classes in which you are enrolled. If you have excessive absences and fail to drop or withdraw from class by the deadlines, a grade of “F” may be assigned by your instructor. If you withdraw from your high school class or change high schools after you have registered for PCC Dual Credit, you must drop or withdraw from the PCC Dual Credit course as well. (High School and PCC records are not linked and you will be responsible for your PCC Dual Credit courses).

DID YOU KNOW?
When you enroll in PCC’s Dual Credit program you become a member of our student body with the opportunity to access your PCC email account, the Writing Center, Resource Center, Online Tutoring, libraries, obtain a PCC student ID card, attend on-campus lectures and events, and obtain possible discounts at movie theaters and on software.

- Once registered, you can obtain a PCC Student ID Card at any of PCC’s Registration Offices for free. There is a $10.00 fee for replacement cards.
Dropping or Withdrawing

What’s the difference between dropping and withdrawing from a class?

| Drop | You do not have a record of attempting the class on your transcript. (Must drop course by the drop due date.) If you register after the drop deadline, you will not have a drop option, only withdraw. If you must leave a college course without finishing and earning a passing grade, dropping the course is better for you than withdrawing from it. |
| Withdraw | The course will appear on your transcript with a grade of “W” (This allows you to withdraw from the course after the drop date.) |

Drop and Withdraw dates are located here.

Drop/Withdraw Process

To drop a class, follow steps 1-4 of the registration instructions on page 10. Your current registrations will be above the “Add Classes Worksheet” section on the “Add or Drop Classes” screen. Select the drop/withdraw option from the drop-down box that is available next to the course that you want to drop. Click on “Submit Changes”. Verify the changes by checking your class schedule (step 6) on page 11.

What is your GRAD Plan?

Login to MyPCC to access GRAD Plan and complete “What If” scenarios for different degrees and certificates, reduce paperwork and manual degree checklists by using the online environment, calculate grade point averages. For more information click here.
PCC Grades

PCC uses the traditional grading system of A, B, C, D, and F. In addition, Degree or Certificate requirements may designate certain courses as pass/no pass. Generally, it is better to pursue letter grades when possible.

More information here regarding PCC grading guidelines.

Please note, college course grades may be different than those earned for the high school class. Remember to check course progress often, and if the grade you will earn is not what you would like to have on your college record, drop or withdraw from the course before the drop or withdraw deadline.

Viewing your grades online

- Log into MyPCC
- Click on the My Courses tab.
- In the View My column, click on Unofficial Transcripts.

If you have a balance/financial hold on your PCC account (from a course such as driver’s education, for example) you will be unable to view your unofficial transcript until payment is made. Please contact the Student Account Helpline at 971-722-8888 option 3, to make a payment or inquiry on your account.

“Credits with a Purpose”

PCC Dual Credit is committed to providing high school students with college experiences at their high schools. In order to best support their post-secondary education PCC offers classes that will prepare students for their future career and education goals. Part of this commitment is based on only offering courses required for a degree or certificate and avoiding classes that would be considered as an elective and not help students meet their personal goals.
Goals of Accelerated Credit at PCC

- One of our primary goals is helping students become successful college students and bridge the gap between high school and college.
- Developing College Going Behaviors is frequently more important than earning credit.
- Contrasts between college and high school can be identified in these areas:

<table>
<thead>
<tr>
<th>College Practices</th>
<th>High School Practices</th>
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</thead>
<tbody>
<tr>
<td>Students must register themselves by hard deadlines</td>
<td>Registration is assisted and can be adjusted at later dates</td>
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<tr>
<td>Students are responsible for their own learning</td>
<td>Student learning is guided by teachers/parents</td>
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<tr>
<td>Students own their academic information and must sign a</td>
<td>Parents and students own the academic information</td>
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<tr>
<td>release to share with any one else including parents</td>
<td></td>
</tr>
<tr>
<td>Deadlines are final.</td>
<td>Deadlines can be adjusted</td>
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<tr>
<td>Assistance must be initiated by student.</td>
<td>Parent/teacher/counselor may initiate support.</td>
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Academic Records Appeal Procedure

All appeals are processed according to PCC’s guidelines as noted on the Appeals, Complaints and Feedback website.

If you have experienced a sudden and unexpected circumstance that prevented you from meeting an add, drop, withdrawal, or grading options deadline for the PCC Dual Credit program, you may appeal for an exception to the deadline or to have your transcript updated. Your appeal must be received by the college within 90 days from the end of the term.

To submit an appeal, email pccregistrar@pcc.edu from your MyPCC email account. A link to your PCC email may be found in the upper right-hand corner of your screen once you have logged into your MyPCC. (Contact the PCC Help Desk at 971-722-4400 for any login issues with MyPCC.) This email must include:

1. First and Last Name
2. PCC ID (G #)
3. Term
4. CRN (course reference number provided by your high school teacher. If you don’t know this number, please call our office at 971-722-7737 or email us at dualcredit@pcc.edu. You will need to tell us the high school you are at, the name of your teacher, and the name of the college or high school class.)
5. PCC course number and title
6. Detailed explanation of your situation/experience
7. Requested action of PCC registrar
8. Supportive documentation
9. Include independent documentation (i.e. doctor’s note, letter from high school administration on high school letter head) that supports the reason for the request, along with any information that you believe would be helpful in making a decision.

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

Contact pccregistrar@pcc.edu for questions.
Credit Transfer

Transferring Credits

PCC credit hours earned can be transferred to other colleges and universities and applied toward degree requirements or counted as electives. For more information about how transfer credits may meet degree requirements, please check with the admissions office of the college or university offering the degree you are pursuing.

There are many factors that affect how colleges and universities initially evaluate and apply credits that you transfer to your chosen degree plan. We encourage you to check with them for more details on how your credits earned at PCC will specifically be applied toward meeting your degree requirements.

It is standard expectation that you will order official transcripts from all colleges and universities that you have ever attended (including PCC) and have them sent to any future college or university you go to.

Requesting an official PCC transcript

Ordering transcripts online through MyPCC is the quickest way to get your transcript request processed. To order transcripts online log into MyPCC and visit the My Courses tab. Under the Moving On heading, click on the link Order My Official Transcripts. Complete the transcript request form. There is no fee for standard transcript requests, and these are processed within 3 to 5 business days. There is a $3 fee for rushed transcripts which are processed the same day.

Call 971-722-8888 (option 2) for more information, or click on the link here.
PCC Privacy Policy

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)

Confidentiality
The student record belongs to the student regardless of age. Students have 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, such as the Family Educational Rights and Privacy Act (FERPA), in addition to all other rules and regulations that apply to student records. Parents will be unable to obtain student information without a Consent to Release form submitted by the student. If a student wants to share their educational record, a Consent to Release must be on file. To give PCC permission to release any part of your student records, click on Consent to Release from the MyPCC home tab. Questions or concerns about FERPA should be directed to the registrar at: pccregistrar@pcc.edu.

For more information about FERPA click here.
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. 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.

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 non-harrassment policy here.

Instructional ADA Statement

For high school students who are taking PCC Dual Credit classes while in high school: 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.
Student FAQs

**Dual Credit Program FAQs:**

**Q** How much does the Dual Credit program cost?

**A** The Dual Credit program is FREE of charge! That is a savings of $111 a credit, plus fees and book charges!

**Q** What are my responsibilities as a Dual Credit student?

**A** You are responsible for applying for admission to PCC, registering for your Dual Credit CRNs prior to registration deadlines, checking your class schedule to ensure registration into the proper CRN, attending class, and completing the class assignments as laid out in your class syllabus.

**Q** How do I find out more about the PCC Dual Credit program?

**A** Visit our website.

**Q** How do I get a PCC Honor Cord to wear during my high school graduation ceremony?

**A** Earn 9 or more credits through the PCC Dual Credit program and you will have earned a PCC Honor Cord! No additional action is needed of you. Please note that on-campus credit or non-credit courses through PCC do not count towards Honor Cords.

**Q** How do I update my PCC account information?

**A** Complete a name change request and follow the directions on the form.

**Q** How do I find out what Dual Credit courses are offered at my school?

**A** Visit our participating high school page. Check for offerings by term.

**PCC Student Resource FAQs:**

**Q** What PCC resources are available to PCC Dual Credit students?

**A** PCC ID card, which provides access to many resources, such as: Discount student bus pass, movies, software and more. Access to Career Centers; Advising services; Campus events: Tutoring & writing centers; Counseling services: PCC library & online database access: For more information on PCC ID cards, click here.
Admission FAQs:

Q  How do I apply at PCC?
A  Go to apply online

Q  What “Application Type” do I chose?
A  You MUST select “PCC High School Dual Credit” from the drop-down box on the first page of the application in order to register for Dual Credit CRNs.

Q  What if I do not have a permanent address?
A  That’s ok! Just use your high school’s mailing address when filing in mailing address information on your PCC admission application.

Q  What if I am an undocumented student?
A  That is ok! There are no questions on the PCC admission application that will ask you this question.

Q  Will I receive a confirmation letter?
A  Yes! A confirmation email will be sent to the email address you put on your PCC admission application. This email will contain your MyPCC username and ID #. Your MyPCC email will be your username@pcc.edu. If you cannot find your confirmation email within 10 business days of applying for dual credit admission, please contact our office at 971-722-7737.

Q  When do I apply to PCC?
A  The online PCC admission application is always available. If you think you may wish to earn PCC Dual Credit in any class this year, we encourage you to complete this admission application in September or October so you have access to our library and other resources prior to registering for any PCC Dual Credit course(s).

Q  What is the importance of using accurate information on my PCC application(s)?
A  Consistency with the information you enter on your PCC admission application(s) will ensure that your account gets linked up properly. Failure to complete your application completely and accurately may result in you not receiving the confirmation email mentioned above, and you may need to repeat the application process from the start.

•  Make sure you enter your correct high school graduation year! This is how we can track your credits and ensure you get an PCC Honor Cord to wear at your high school graduation (if you earned 9 or more credits through the Dual Credit program).
Student FAQs

**Admission FAQs:**

**Q** Can you talk to anyone other than the student about their PCC educational record or student account?

**A** Absolutely not! PCC abides by the Family Educational Rights and Privacy Act (FERPA), which provides confidentiality of all student education records. That is why any student requests need to come from your MyPCC email account.

- Note: If you want to allow someone (example: a parent) the right to discuss your educational record with PCC, then you must complete a Consent to Release Confidential Information form.

**Registration FAQs:**

**Q** What is a CRN and what does it stand for?

**A** A CRN is a unique identifying number that is assigned to every course that PCC offers each term. Any high school dual credit class offered by your instructor will have a different CRN each year. CRN stands for Course Reference Number.

**Q** How do I register for a PCC Dual Credit course?

**A** Log into your MyPCC and click on the “My Courses” tab. Under the Get Started heading, click on “Register for Classes”.

- Click on “Add or Drop Classes”, and then select the applicable PCC term.
- Enter the 5-digit CRN that you were provided by your high school instructor under Add Class Worksheet area, and click on Save Changes.
- More information is available here.

**Q** How do I verify that I registered for the correct CRN?

**A** Log into your MyPCC and click on the “My Courses” tab.

- Under the View My heading, click on “Class Schedule”.
- Select the applicable PCC term from the drop-down box and click on Submit.
- Verify that the CRN entered, subject/ course, and instructor name are all correct.

**Q** How do I drop a PCC Dual Credit course?

**A** Log into your MyPCC and click on the “My Courses” tab. Under the Get Started heading, click on “Register for Classes”.

- Click on “Add or Drop Classes”, and then select the applicable PCC term.
- Navigate to the CRN you want to drop, and select “Drop” from the drop-down box and click on Submit.
**Registration FAQs:**

**Q** Are there a maximum number of credits I can take each term?

**A** Yes! There is a maximum of 18 credits that can be taken in a given PCC term. If you would like to take more than 18 credits in a given PCC term, please email the Dual Credit office dualcredit@pcc.edu from your MyPCC email and request that your credit maximum be increased. Please also include how much you need it increased by (example: 3 credit increase).

**Q** When can I register for PCC Dual Credit “CRNs”?

**A** Registration depends on when the course is offered at your high school. The academic calendar is also available on our website.

**Q** How do I know which CRN to register for?

**A** Check with your high school instructor, or

**Q** I am unable to register for a Dual Credit CRN due to a hold on my account, what do I do?

**A** Once you complete a PCC Dual Credit admission application you may find holds on your account that will need to be addressed prior to registering for dual credit classes. Please contact the Dual Credit office at dualcredit@pcc.edu.

- If you receive a ‘Financial Hold’ error, please contact the PCC Student Account Services department at 971-722-8888 (option 3).
- If you find evidence of a hold on your account, please contact the Dual Credit office by sending an email from your MYPCC email account to dualcredit@pcc.edu or call us at 971-722-7737.
Student FAQs

Registration FAQs:
Q I am under the age of sixteen; can I register for PCC Dual Credit CRNs?
A Yes! You may register during the first week of the registration window if you are under the age of sixteen.
   • If you do not register during that first week, then you will need to email enroll@pcc.edu (from your MyPCC email) and request that the hold be adjusted so that you can register. The email must include the following information:
      • Your first and last name
      • PCC ID# (example: G01234567)
      • Subject/ course you want to register for (example: MTH 95)
      • 5-digit Dual Credit CRN you want to register for (example: 12345)

Verifying Courses FAQs:
Q How do I check what PCC Dual Credit classes I am registered for?
A Log into your MyPCC and click on the “My Courses” tab. Under the View My heading, click on “Class Schedule”. Pick the appropriate term from the drop-down box and click on Submit.

Q Do I have to check my class schedule?
A Yes! It is your responsibility to check your PCC class schedule for accuracy. You will be held financially responsible for registration into incorrect CRNs, in addition to earning an “F” in the incorrect course.

Grades FAQs:
Q How do I check my PCC transcript/ grades?
A Log into your MyPCC and click on the “My Courses” tab. Under ‘View My’ heading, click on “Grades”.

Q How do I change a grading option for my PCC Dual Credit course?
A Visit the Grading Options website. Dual Credit students may not select the option to audit a college class.

Q Can I earn a different grade on my high school transcript then I do for the same PCC Dual Credit course on my PCC transcript?
A Yes! It is possible for you to earn one grade on your high school transcript for a PCC Dual Credit class taken, and yet earn a different grade on your PCC transcript. This is because the entire course content and assignments may exceed the contact hours required for the college-level portion of the course.
Student FAQs

MyPCC FAQs:

Q  How do I access MyPCC?
A  Go to my.pcc.edu

Q  How do I set up my password?
A  Go to my.pcc.edu/setup
   - Enter your MyPCC username and click on Next and follow the remaining prompts. Note: your password cannot contain any part of your name.
   - Your user name generally follows the format of FirstName.LastName

Q  I cannot log into MyPCC / I cannot remember my login information / I need my password reset …
A  Contact the PCC Help Desk at 971-722-4400.

Q  Do I have a PCC email address?
A  Yes! Once you apply you will be provided with a MyPCC email account. You can access your email by logging into your MyPCC and clicking on the envelope icon in the upper right hand corner.
   - Note: You MUST use your MyPCC email account to communicate requests to PCC departments including the PCC Dual Credit Department.

Q  What is GRAD Plan?
A  GRAD Plan is a web-based tool that allows you to track your courses taken, graduation requirements, calculate grade point averages, and run “What-If” scenarios for different degrees and certificates.

Transcript FAQs:

Q  How do I order my official PCC transcript?
A  Log into your MyPCC and click on the “My Courses” tab. Under the Moving On heading, click on “Order Official Transcript”. You can electronically request that your transcript be sent to the colleges or universities of your choice.
Student FAQs

**Transcript FAQs:**
Q  How much does ordering my official transcript cost?
A  You can order three copies a day for FREE, and they are delivered to the requested school(s) in 3-5 business days.
   - You can order RUSH (same-day) transcripts in person at a PCC campus Enrollment Services office, or by fax for a fee of $3. Call 971-722-8888 (option 2) or [click here](#) for more information.

**Appeals FAQs:**
Q  Why would I file a PCC Academic Records appeal?
A  File a PCC Academic Records appeal when you have had a sudden and unexpected circumstance that prevented you from meeting an add, drop, withdrawal, or grading option deadline.

Q  How do I file an appeal?
A  Instructions are available on the [PCC website](#).

Q  Is there a deadline I must file an appeal by?
A  Yes! An appeal must be filed within 90 days of the end of the term in question.

Q  What kind of documentation do I need to file an appeal?
A  Supportive documentation can include a doctor’s note, letter from high school administration on school letterhead, or other documentation that supports the reason for the request.
When do I contact?

My High School Instructor or Counselor?
- When you have questions regarding the Dual Credit courses offered at your school or need guidance with Dual Credit or career pathways.

The PCC Dual Credit office?
- When you experience errors/ holds on your PCC account that are preventing you from registering for Dual Credit courses.
- When you have questions regarding your PCC Dual Credit account.
- Visit dual credit for more information.

The PCC Computer Help Desk?
- When you are having trouble logging into your MyPCC account, or need a password reset.
- Click here for more information.

PCC Student Records?
- When you need to update your PCC account information, order official transcripts, verify enrollment, etc.
- When you want to Appeal a Grade or Mark on your Transcript.
- Visit student-records for more information.

PCC Academic Advising?
- When you have questions regarding taking credit classes on a PCC campus, transferring credits, education and career planning, placement tests, etc.
- Visit academic advising for more information.