How to Register For PCC Dual Credit

There is a 2-step process for students who wish to receive PCC Dual Credit for their high school course work. New students must first apply to PCC before they are able to register for dual credit courses. Returning students, skip to Step-2.

Step 1 - Apply for Admissions:

- Go to www.pcc.edu
- Click on Earn A Degree or Certificate, click on Admissions. This will take you to the Admissions Application page.
- Click on the link for ONLINE ADMISSIONS FORM mid-page in the yellow area.
- Select an Application Type – There are three choices in the pull down menu, select PCC Dual Credit. (If you select CREDIT as your application type you will automatically be given an Orientation Hold on your account and you will be blocked from registering for your dual credit class(es).)
- Apply for Admissions – Select the current term (fall, winter or spring), enter your first and last name with correct capitalization. Click on Fill out Application.
- Application Checklist – Begin by clicking on Name.
  - Name (1 of 9) – Enter your name information and double check you used correct spelling and capitalization. If you ever received PCC credit, you will want to select YES at the bottom of the page. Click Continue.
  - First Address and Phone (2 of 9) – Enter your complete address and phone information. Click Continue. The address entered will be checked against a current USPS database for accuracy. Be sure to enter accurate information and don’t forget the city. Verify the address you entered is correct and click on Check the Address. Please Note: if you do not enter a valid address, you will not be able to register (Step 2)
  - Personal Information (3 of 9) – Enter your email address, gender, birthdate, and other information. Click Continue.
  - Current Student Type (4 of 9) – Answer this as it applies to you. If you’ve earned PCC credit in previous years, type the number 2 in the textbox. Click Continue.
  - Planned Course of Study (5 of 9) – In the pull down menu, select Dual Credit High School Program. Click Continue.
  - High School (6 of 9) – Click on Lookup High School Code, select the state, your city, and your high school. Click on the button that says Copy selected High School Information to Data Entry form. Enter your anticipated Graduation Date as June 1, and the year you plan to graduate from high school. Click Continue.
  - Attending Reason (7 of 9) – In the textbox enter the number next to the main reason you are attending (or earning credit at) PCC. Click Continue.
  - Transfer Status (8 of 9) – In the textbox, enter the number that best applies to you. Click Continue.
  - Application Confirmation (9 of 9) – By clicking YES, you will proceed to the final application submission page. By clicking NO, you choose not to be eligible to receive PCC Dual Credit. Click Continue.
  - Application Checklist – You should see a red checkmark next to each section of the application. If you do, click ONCE on the Submit Application button and wait for the next page to load.
  - Admissions Agreement – By clicking [AGREE TO THE TERMS], you will proceed to the final page of the application. By clicking I DO NOT AGREE, you choose not to be eligible to receive PCC Dual Credit.
  - Signature Page – Read this page… You will receive a Congratulations Letter via your personal email in the next 2-5 business days that will contain your PCC ID#.
Step 2 - Register for Class(es):

RETURNING STUDENTS…

- Once you are logged in, click on the My Courses tab at the top of the page.
- In the Get Started column, click on Register for Classes.
- Click on Add or Drop Classes
- In the Registration Term screen, select the appropriate Term (refer to the CRN you are registering for provided by your teacher or on the Participating High Schools website (http://www.pcc.edu/pavtecDualCredit/). CRN stands for Course Reference Number and is a unique 5-digit number assigned to each PCC Class.
- CRNs starting with a 4 – select Fall
- CRNs starting with a 1 – select Winter
- CRNs starting with a 2 – select Spring
- CRNs starting with a 3 – select Summer
- In the Add or Drop Classes screen, enter the Dual Credit CRN(s) you wish to register for. It is very important that you enter the correct CRN. Be sure to DOUBLE CHECK that you’ve entered the correct one for your high school articulated course(s). You are responsible for tuition and fees if you register for the WRONG course.
- Be sure to click on the Submit Changes to complete your registration.
- Back under the My Courses tab, verify you’ve registered for the correct CRN.

FOR FIRST TIME USERS…

- Have the following 3 pieces of information available:
  - Your PCC ID# (It starts with a “G”, example: G01234567).
  - Your Birthdate
  - Your Zip Code
- Go to MyPCC, https://my.pcc.edu
- Click on the First Time User? link below the gold shaded login box online and follow the directions to create your account.
- Make note of your password in a safe location…you will need this information the next time you log in to MyPCC.
- Once you are logged in, click on the My Courses tab at the top of the page.
- In the Get Started column, click on Register for Classes.
- Click on Add or Drop Classes
- In the Registration Term screen, select the appropriate Term (refer to the CRN you are registering for provided by your teacher or on the Participating High Schools website (http://www.pcc.edu/pavtecDualCredit/). CRN stands for Course Reference Number and is a unique 5-digit number assigned to each PCC Class.
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- In the Add or Drop Classes screen, enter the Dual Credit CRN(s) you wish to register for. It is very important that you enter the correct CRN. Be sure to DOUBLE CHECK that you’ve entered the correct one for your high school articulated course(s). You are responsible for tuition and fees if you register for the WRONG course.
- Be sure to click on the Submit Changes to complete your registration.
- Back under the My Courses tab; verify you’ve registered for the correct CRN.

Need Help Locating Your PCC ID # or User Name?
- Call the PCC Dual Credit Office, 971-722-7737.
- Or call the Registration Office at 971-722-8888, option 2.

Need Help with your Password?
- Call the Helpdesk, 971-722-8200