Step 1

Apply for Admissions
Welcome to PCC Dual Credit!

- This presentation will guide you through the steps necessary to successfully apply for admission to PCC.
- Please complete the following steps in the exact order shown.
- Not completing the steps properly or in the correct order will result in your inability to register for classes.

Step 1:

- Go to www.pcc.edu
- Click on “Get Started”.
Step 2:
- Click on “Apply to PCC”.

Get started at PCC

Ready to take classes at PCC? Get started by choosing the type of classes you’d like to take below.

Earn a degree or certificate
PCC offers degrees and certificates in over 100 majors. Or, transfer to a four-year university.

What’s happening now?
- View the class schedule

Enrich your life
Choose from hundreds of non-credit Community Education classes in your neighborhood or online.

What’s happening now?
- View the class schedule
- Learn more about Community Ed

Develop your business or career
CLIMB’s professional training and business development can help take your career the next step up.

Why should you CLIMB?
- Visit the CLIMB Center
- Learn more about CLIMB

Apply to PCC
Sign up for a class
Register with CLIMB
Step 3:
• Click on “Apply now”.
Step 4:

• Select “PCC High School Dual Credit” from the drop down menu.
• Next, click “Continue”.
• Please note – selecting the wrong Application Type will result in the inability to register for classes, and you may need to start this application process over.
Step 5:

- Select “Admission Term” from the drop down menu. This refers to the term you wish to take your dual credit course. Ask your instructor.

- Next, enter your first and last name in the appropriate boxes, and click “Fill Out Application”.

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Step 6:
• Read the instructions on this page.
• Select “Name” first.
Step 7: Name: Verify the spelling of your legal name.

- You may add a preferred name; please be aware that your preferred name is what will print on the class roster.
- If you have taken any kind of class at PCC, you will want to select YES at the bottom of the page.*
- Click “Continue”

*Classes you have taken at PCC may refer to AP or IB credit you earned at your high school, a driver’s ed class, a swimming class, or any other class you may have taken at any PCC facility. If you have any doubt, ask your parents.
Step 8:
First Address and Phone:

• Enter your complete address (including your house number) and phone information.
• Using your home number or a parent’s number as a secondary phone number is a good idea.
• When you are finished, click “Continue”.

*If you do not have a permanent address, please use your high school’s street address.
Step 9:
The address entered will be checked against a current USPS database for accuracy. Be sure to enter accurate information and remember to include the city. Verify the address you entered is correct and click “Check This Address”.
Step 10: Personal Information:

- Enter your email address, gender, birthdate, and other information.
- If you wish to withhold your name from military recruiters, please make the appropriate selection on this page.
- Click “Continue”.

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Step 11: Current Student Type:
• Answer this as it applies to you.
• If you’ve earned PCC credit in previous years (including through Dual Credit), type the number 2 in the textbox.
• Click “Continue”.

Current Student Type (Checklist item 4 of 8)
* Indicates a required field.

What is your current student type?
(Enter 1, 2, or 3)
1) First time enrolling at any college.
2) Returning to PCC from an absence.
3) New to PCC with prior college classes.

Continue
Step 12:
Planned Course of Study:
• In the pulldown menu select “Dual Credit High School Program–Not Financial Aid Eligible”.
• Click Continue.
Step 13: High School:

- Enter your high school information and the date you plan on graduating from high school.
- If you don’t know the exact date you will graduate, give us your best approximation. Example: June 10, 2018
Step 14:
Attending Reason: Please enter the number corresponding to the strongest reason why you wish to take dual credit.

Stating your goals can assist you in staying motivated to achieve them!
Step 15: Transfer Status:
Enter the number corresponding to what you feel you want to do in the future.

This will allow PCC to better serve you, and you are welcome to change your mind without fear of repercussion!
Step 16: Submit Application:

If your application looks like this, you are ready to submit it!
Step 17:
Agree to terms:

You must agree to the terms to proceed with your admission application.
Step 18:
Application submission confirmation screen:

- Check the email address showing on your screen when you see this message in approximately 3 to 5 business days to confirm that you have been admitted as a new PCC Dual Credit Student!

This should be your school email address!