Step 3

Register for Classes

PCC Dual Credit | dualcredit@pcc.edu | 971-722-7737
Step 1:
• Go to https://my.pcc.edu/ and enter your PCC username and password.

Step 2:
• Once logged in, click on the “My Courses” tab, located in the upper left of the screen.
Step 3:
• Click on “Register for Classes” link, located under the *Get Started* header.
Note: You may only add or drop classes during these specified hours.

Step 4:
• Click on the “Add or Drop Classes” link
Step 5:
• Select the appropriate PCC term from the drop-down box. Click on “Submit”.

Hint:
• Yearlong, 2nd Semester, or 3rd Trimester classes – select Spring
• 1st Semester or 2nd Trimester classes – select Winter
• 1st Trimester classes – select Fall

This registration term is the effective start of the admission. Do not select a term that is out further than the term in which you want to register for.

For example: If you select Spring as the registration term, then you may not be able to register for a Winter CRN.
Step 6:
• Enter the 5-digit CRN number into the first white box. Click on “Submit”.

You may register for multiple CRNs at one time by entering one CRN number per white box.
A successful registration looks like this:

Step 7:
- Verify that your registration went through (screen will look like this example).
- Verify that the PCC subject & course is accurate.
- Click on the “Detail Schedule” link and verify the instructors name.