



2024-2025 PCC Dual Credit Student Handbook



Portland Community College is an Affirmative Action, Equal Opportunity Institution.



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Contact Information & Student Resources

PCC Dual Credit Program

(971) 722-7737
dualcredit@pcc.edu
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

Important Departments at PCC

Advising

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

pcc.edu/advising

Enrollment Services

Credit admission registration holds and other registration errors

pcc.edu/enroll/registration/contacts

IT Service Desk

MyPCC and general computer support

pcc.edu/technology/support/servicedesk

Student Help Desk

Zoom, Google services support, and D2L Brightspace

pcc.edu/help-desk/

Student Records

Transcripts and student record questions

pcc.edu/student-records

Student Resources

Computer Labs

When campuses reopen for in-person instruction

pcc.edu/computer-labs

Counseling

pcc.edu/counseling

GRAD Plan

pcc.edu/advising/grad-plan

Library

Including online research databases and guides

pcc.edu/library

Panther Hub

Student organizations and events

hub.pcc.edu

Tutoring

pcc.edu/tutoring

MyPCC my.pcc.edu



Welcome to PCC Dual Credit!

The PCC Dual Credit program offers local high school students the opportunity to earn college and high school credit simultaneously while still in high school. Dual credit classes are regular PCC classes but taught at a high school by an approved high school instructor.

Along with the high school credits you already need, with Dual Credit you can earn college credit that counts toward a degree or certificate.

- Lower Division Collegiate (**LDC**) courses that count toward a bachelor's degree
- Career and Technical Education (**CTE**) courses that lead to an associate's degree or certificate

Benefits of the program are:

- There are **no tuition or fees** associated with the Dual Credit program. This means you get a huge savings on your college credit, saving you both money and time
- Enhance your ability to do college-level work and gain confidence for college success
- You can earn enough credit to enter college at a higher level and can register for classes earlier ([how priority registration works](#))
- PCC credits are transferable to all public colleges and universities within the Oregon university system and most other institutions outside the state. It's always important to check with the college or university you plan on attending to know how these credits will be applied ([how does credit transfer](#))
- Get a PCC student ID card, use of PCC's library, and online tutoring services ([see all student resources](#))
- Research shows dual credit students are more likely to finish college and advance more quickly.

Credits with a Purpose

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.

Wondering about using the college credits after you graduate from high school? Check out these links:

- What are college [Credits with a Purpose](#)?
- Why should you take [Accelerated Credit](#) (aka Dual Credit)?



Goals of Accelerated Credit at PCC

- Help students become successful college students while bridging the gap between high school and college.
- Help students develop college going behaviors.

Contrasts between college and high school can be identified in these areas:

College Practices	High School Practices
Students must register themselves by hard deadlines	Registration is assisted and can be adjusted at later dates
Students are responsible for their own learning	Student learning is guided by teachers/parents
Students own their academic info and must sign a release to share with anyone else including parents	Parents and students own the academic information
Deadlines are final	Deadlines can be adjusted
Assistance must be initiated by student	Parent/teacher/counselor may initiate support

Getting Started with Dual Credit Overview

1. Admissions:

- **Complete the Dual Credit Admission Application**

- There are three application types at PCC: Credit, Dual Credit, and Non Credit.
- As a dual credit student, you *must be admitted as a Dual Credit student* in order to register for Dual Credit classes.
- Please note that while you may need to complete a different type of application for various reasons, you will only have one PCC account (and one official college transcript from PCC). *If you have questions about which application you should complete, please contact the Dual Credit office.*

2. MyPCC:

- **Set up your MyPCC student portal**

- You will need to set up your MyPCC password, using the username provided to you in your admission acceptance email (you will only need to complete this step once).
- Familiarize yourself with the MyPCC portal; it is where you add/drop classes, request your official transcript, access your PCC email, and more!
- MyPCC is where your PCC email account is housed. You should use this email to communicate with PCC.

3. Registration:

- **Register for classes your Dual Credit Course(s)**

- Dual credit courses have unique registration windows that do not match traditional registration periods at PCC. Therefore, it's important that you register for class(es) during the specified registration window.
- You can find Dual Credit course information (courses offered, course registration numbers, and registration windows) by visiting our [Participating High School](#) webpage.
- After you've registered, please review the information in this Student Handbook so that you are aware of your rights and responsibilities as a PCC student.

Step 1: Admissions

Admissions Part 1 - Create your admissions account

1. Visit 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.

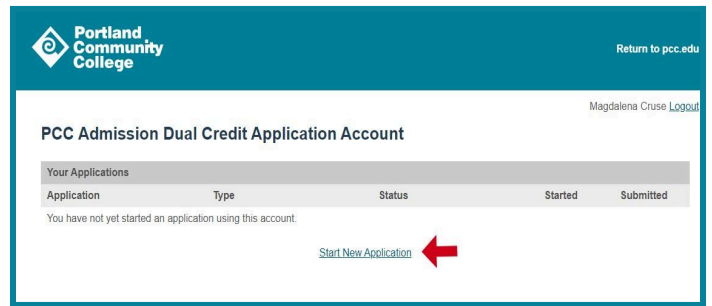
5. Login into your personal email address, click the email titled **“PCC Admissions account created”**. Then, click on the **Account Activation Link** provided in the email.

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 **Part 2- Start your PCC Dual Credit Application** below.

Admissions Part 2 - Start your PCC Dual Credit Application

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



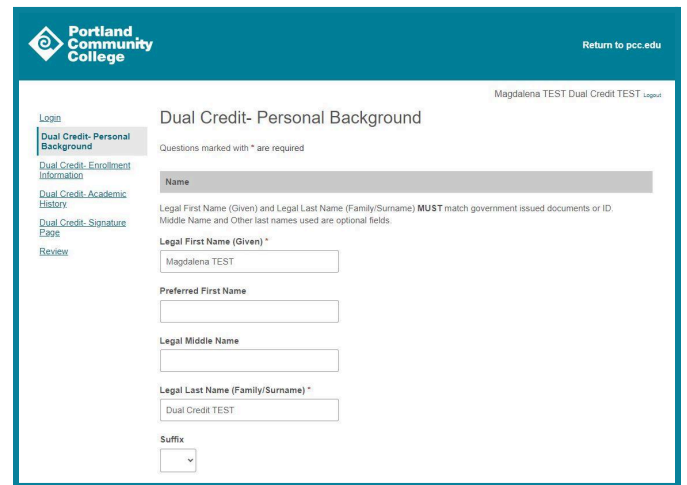
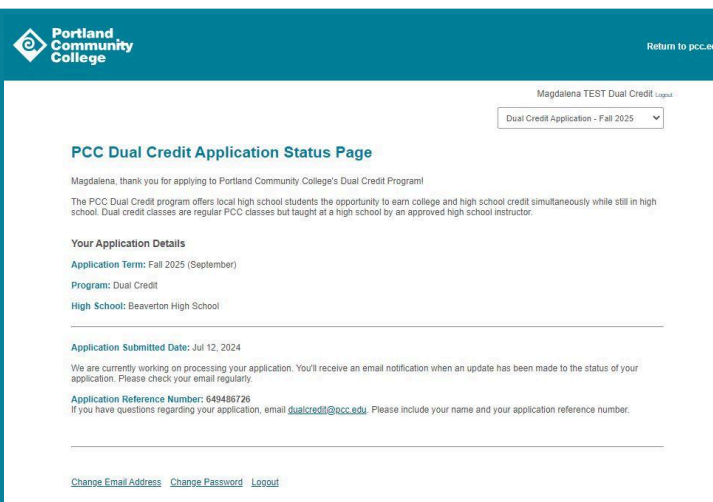
2. Complete the application by answering all questions (*Personal Background, Enrollment Information, Academic History, Signature and Review Page*)

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.

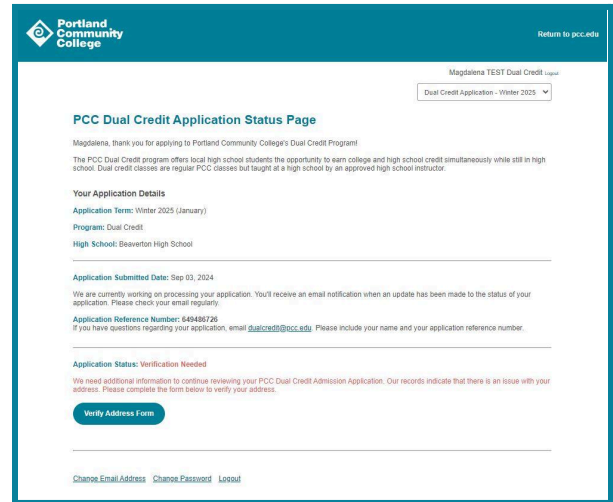
Part 2 - Continued

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.



Portland Community College
Return to pcc.edu

Magdalena TEST Dual Credit Logout
Dual Credit Application - Winter 2025

PCC Dual Credit Application Status Page

Magdalena, thank you for applying to Portland Community College's Dual Credit Program!

The PCC Dual Credit program offers local high school students the opportunity to earn college and high school credit simultaneously while still in high school. Dual credit classes are regular PCC classes but taught at a high school by an approved high school instructor.

Your Application Details
Application Term: Winter 2025 (January)
Program: Dual Credit
High School: Beaverton High School

Application Submitted Date: Sep 03, 2024
We are currently working on processing your application. You'll receive an email notification when an update has been made to the status of your application. Please check your email regularly.
Application Reference Number: 649496736
If you have questions regarding your application, email dualcredit@pcc.edu. Please include your name and your application reference number.

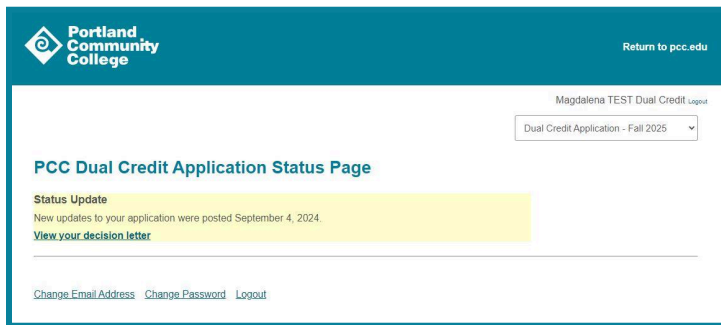
Application Status: Verification Needed
We need additional information to continue reviewing your PCC Dual Credit Admission Application. Our records indicate that there is an issue with your address. Please complete the form below to verify your address.

[Verify Address Form](#)

[Change Email Address](#) [Change Password](#) [Logout](#)

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).



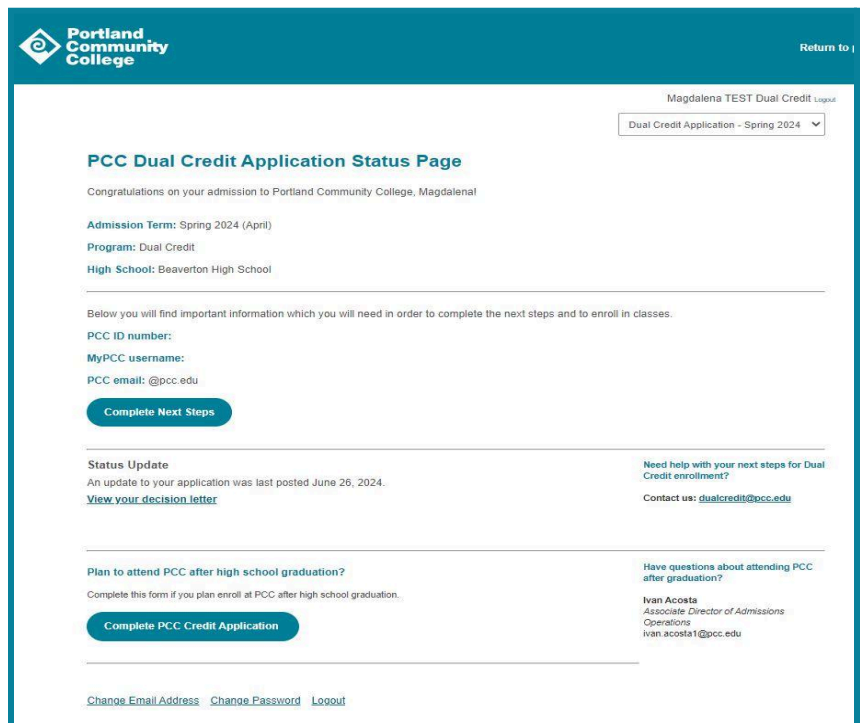
Portland Community College
Return to pcc.edu

Magdalena TEST Dual Credit Logout
Dual Credit Application - Fall 2025

PCC Dual Credit Application Status Page

Status Update
New updates to your application were posted September 4, 2024.
[View your decision letter](#)

[Change Email Address](#) [Change Password](#) [Logout](#)



Portland Community College
Return to pcc.edu

Magdalena TEST Dual Credit Logout
Dual Credit Application - Spring 2024

PCC Dual Credit Application Status Page

Congratulations on your admission to Portland Community College, Magdalena!

Admission Term: Spring 2024 (April)
Program: Dual Credit
High School: Beaverton High School

Below you will find important information which you will need in order to complete the next steps and to enroll in classes.

PCC ID number:
MyPCC username:
PCC email: @pcc.edu

[Complete Next Steps](#)

Status Update
An update to your application was last posted June 26, 2024.
[View your decision letter](#)

Need help with your next steps for Dual Credit enrollment?
Contact us: dualcredit@pcc.edu

Plan to attend PCC after high school graduation?
Complete this form if you plan enroll at PCC after high school graduation.

[Complete PCC Credit Application](#)

Have questions about attending PCC after graduation?
Ivan Acosta
Associate Director of Admissions Operations
ivan.acosta1@pcc.edu

[Change Email Address](#) [Change Password](#) [Logout](#)



Step 2: Set up your MyPCC student account

Setting up your MyPCC

After being admitted to PCC, you are issued a username 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 doesn't include “@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:

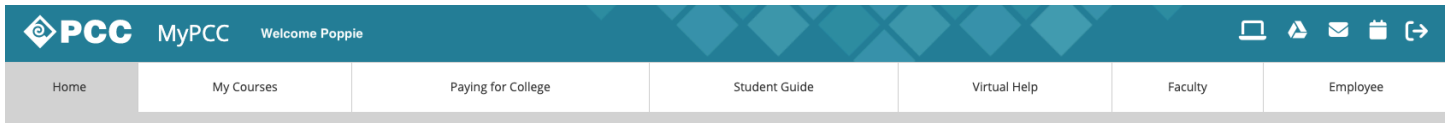
1. Go to [MyPCC](#) and click on [Forgot your Password?](#)
2. Enter your username and click “Next”
3. There should be 2-3 reset options that you had set up when you set up your MyPCC password. Choose an option and follow the steps to reset your password.

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).

Your PCC email address is the main method of communication from PCC to you. 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.

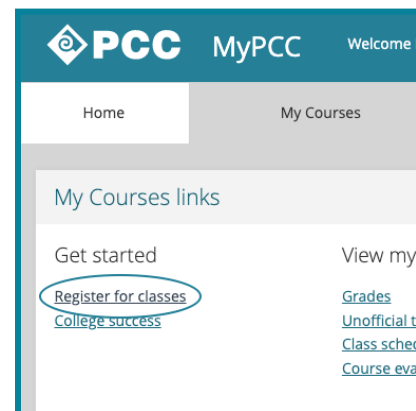
GRAD Plan helps you:

- o Track progress towards completing degree requirements and to plan future coursework
- o Complete "What If" scenarios for different degrees and certificates
- o Reduce paperwork and manual degree checklists by using the online environment
- o Calculate grade point averages

Step 3: 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**

A screenshot of the 'Add Classes Worksheet' form. At the top, the title 'Add Classes Worksheet' is circled in red. Below the title is a section for 'CRNs' with a grid of input boxes. A paragraph of text explains that users need to check a box below before clicking the Submit button. Below this 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.' The checkbox is checked. At the bottom of the form, there are four buttons: 'Submit Changes', 'Class Search', 'View/Pay Charges', and 'Reset'.

- 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.

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**

Note: If you leave the HS class mid-term, you must also drop/withdraw from the PCC class!

Student Responsibilities



As a student taking a dual credit course(s), you are expected to meet the same requirements as college students that are taking classes on a PCC campus/center, or online.

As a college student, it is your responsibility to:

- Review the information provided in this handbook and on the Dual Credit website.
- Be prepared for a college-level class:
 - *Complete a self-assessment.* What does it mean to be college-ready?
 - *Do you meet the prerequisites?* Your high school classes can often count as college-level prerequisites. If you're not sure, ask your teacher.
- Complete the [PCC Dual Credit admission application](#) and keep your account information (your MyPCC username, password, and G number) in a safe place.
- College deadlines are more stringent than high school deadlines. Know the registration, [drop, and withdraw deadlines for the Dual Credit classes you are taking](#). **Register by the deadline!** *Please note you cannot be retroactively registered for a course if you miss the deadline.*
- Verify your registration by logging into **MyPCC**, going to the **My Courses** tab, then viewing your **Class Schedule**.
- Drop or withdraw from your Dual Credit course if you drop or transfer out of the high school class and/or school. *Please note you cannot be retroactively dropped from a course if you miss the deadline.*
- Send your [official PCC transcript](#) to the colleges and universities that you have applied to.
- If you move, update your address with PCC. This can be done by logging into your [MyPCC](#) portal and clicking on **Profile** under the Quick Links section or by calling [Enrollment Services](#) at 971-722-8888, option 2.

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

<p>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.</p> <p>The drop deadline is different for each term and is dependent on the length of the class. For specific information about the drop deadlines in current and future terms, please refer to the Dual Credit Academic Calendar.</p>	<p>A course is recorded as withdrawn with a 'W' mark on the transcript when a student request to un-enroll from the course is received after the drop deadline but before the withdrawal deadline.</p> <p>The withdrawal deadline is different for 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.</p>
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You can read more about [PCC Grading Guidelines](#) on the PCC Catalog.

Credit Transfers & Transcripts

Transferring Credits

It is your responsibility to send your official PCC transcript to all colleges/universities that you plan on attending (including PCC).

The credits earned through the Dual Credit program can be transferred to other colleges/universities and can be 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.

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



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 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, detailed below:

- There is a service fee to cover the cost of our vendor to provide this secure service.
- You will need the email or mailing address for your recipient.
- You will also need a valid Visa or MasterCard (*if necessary, ask your parent/ guardian for assistance*)
- Don't email official transcripts to yourself – this makes them unofficial. If you need a copy of your unofficial transcript, see instructions below.
- Please note that holds on your student account can prevent your official transcript from being issued. If this occurs, you will be notified.

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](#))

Academic Records Appeal

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

PCC Policies

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. 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 Board of Directors established PCC as a "sanctuary college" that prioritizes a safe and welcoming environment for all students regardless of legal status.

For more information and resources visit: <https://www.pcc.edu/dream/undocumented/>

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.

To learn more visit: [Information for High School Students and their Parents](#)



**Portland
Community
College®**

Portland Community College

Dual Credit

pcc.edu/dual-credit

(971) 722-7737