



Getting Started with PCC Dual Credit

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.

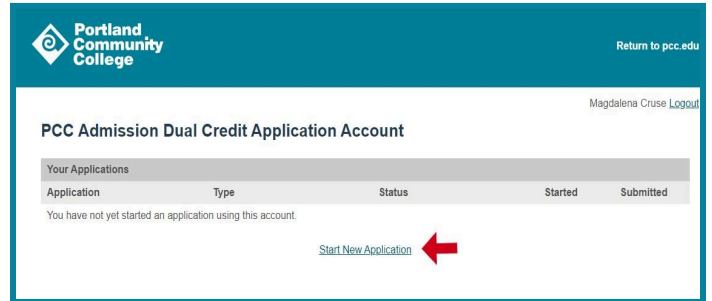
5. Login into your personal email address, click the email titled **“PCC Admissions account created”**. Then, click on the **Account Activation Link** provided in the email.

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 account, 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.

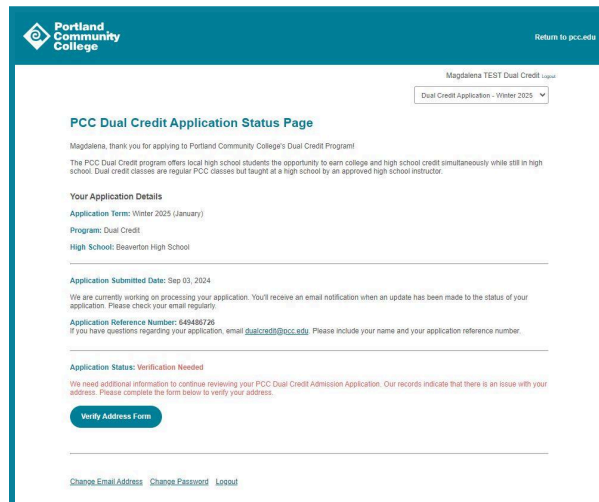
Part 2 - Continued

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

Magdalena TEST Dual Credit

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: 649486726
If you have questions regarding your application, email dualcredit@pcc.edu. Please include your name and your application reference number.

Application Status: Verification Needed

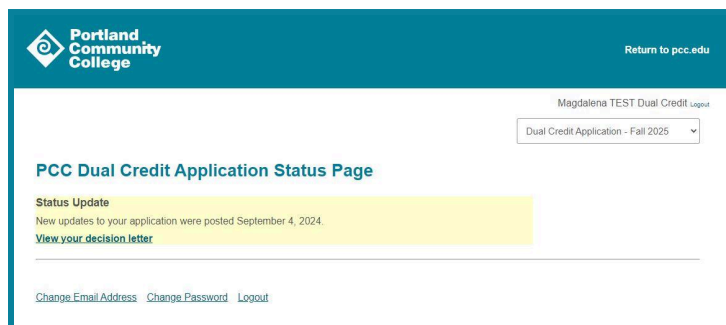
We need additional information to continue reviewing your PCC Dual Credit Admission Application. Our records indicate that there is an issue with your address. Please complete the form below to verify your address.

[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

Magdalena TEST Dual Credit

Dual Credit Application - Fall 2025

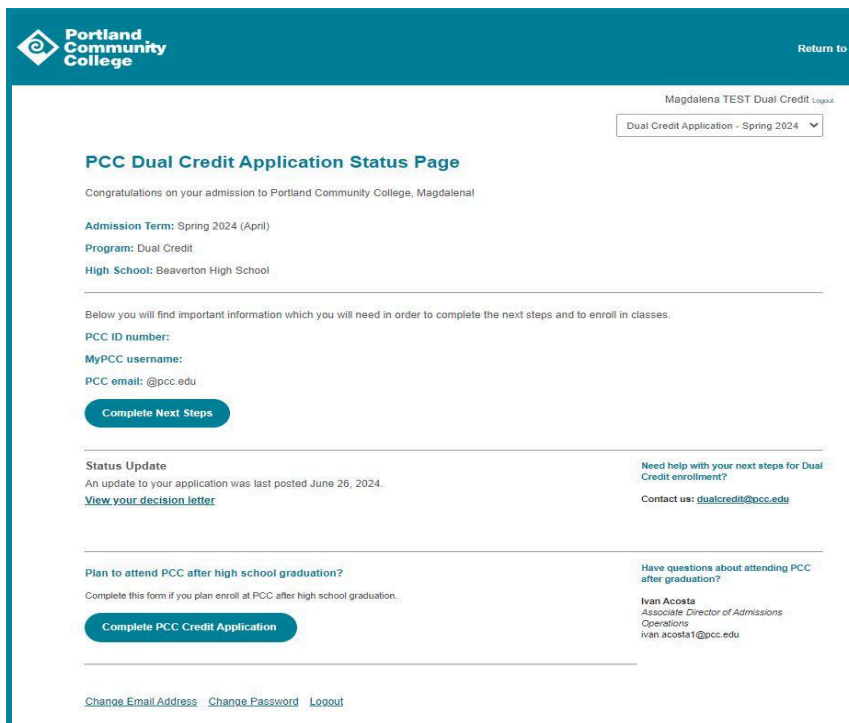
PCC Dual Credit Application Status Page

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

Magdalena TEST Dual Credit

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](#)

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](#)

Need help with your next steps for Dual Credit enrollment?

Contact us: dualcredit@pcc.edu

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.

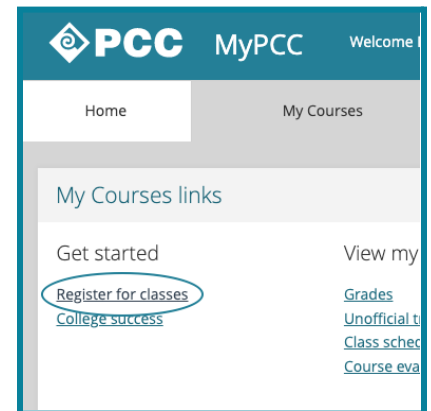
Can't remember your MyPCC username?

 **Call the Dual Credit office at 971-722-7737 for assistance.**

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. The form has a title 'Add Classes Worksheet' circled in red. Below the title is a section for 'CRNs' with a row of ten input boxes. Below the input boxes is a paragraph of text: 'For add or drop classes, you need to check the box below prior to click on the Submit button. You should write down the CRNs that you want to add/remove before submitting the change. In case you forgot to check the consent, it will take you back to the Add or Drop Classes page for re-enter the CRNs again.' Below this text is a checkbox with a checkmark and the text 'I agree that I have reviewed all disclosures provided above and by checking the box it acts as my electronic signature.' At the bottom of the form are four buttons: 'Submit Changes', 'Class Search', 'ViewPay 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.

Contact Information & Student Resources



PCC Dual Credit Program

(971) 722-7737

dualcredit@pcc.edu

www.pcc.edu/dual-credit

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