Admissions Application Guide

Step 1 - Create your admissions account

1. Go to **http://pcc.edu/dcapply** in your web browser of choice.
2. Click **Create an account** under First-time Dual Credit applicants.
   - If you have started a Dual Credit Application this academic year, but have not yet submitted it, please use the "Returning Dual Credit Applicants" to continue your admission application.
3. Create your **PCC application portal account** by completing the form.
   - Use your personal email address, not your school email.
4. Click **Continue**.

A temporary PIN is then sent to your email address. If you do not receive the email in the next few minutes, check your junk mail folder.

5. Open the inbox of the email address you entered.
6. Find and open the email "PCC Admissions account created."
7. Click the Account activation link.
8. Enter the temporary PIN from the email into the requested field.
9. Complete the remaining fields on the form.
   - Your password must have 12+ characters, letters, and numbers.
10. Click Set Password after you have completed the form.
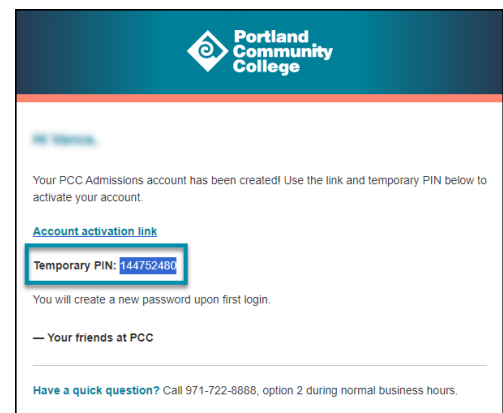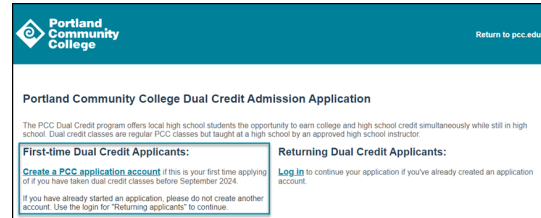
Step 2 - Start your PCC Application

1. Click **Start New Application**.
2. Click **Create Application**.
3. Click **Open Application**.

You can now fill out the PCC application. Answer the questions on each page. Only questions with a red asterisk* are required.

Some of the questions throughout the application will create new questions for you to answer. This also means some of the questions asked in this guide may not show up for you unless you answered a question leading to it.

Personal Background

What is your gender identity? and What is your sexual orientation? You are **not** required to answer these questions. Oregon law requires that all Oregon public institutions of higher education ask these questions to collect demographic data regarding their students.

Social Security Number: You are not required to answer this question as you are not required to have a Social Security Number to attend PCC. If you intend to receive federal financial aid, you will need to provide this and can do so at a later date if you do not know your social security number when completing the application.
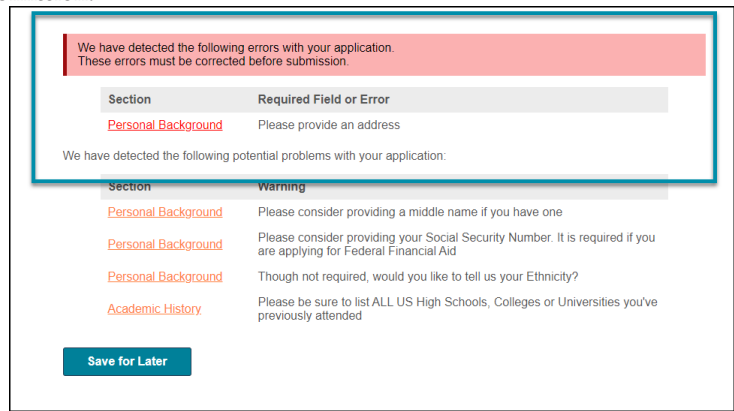
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Step 3 - Sign your application

1. Type **your full legal name** into the given field on the application signature page.
2. Click **Continue**.

Step 4 - Review your application

1. Review **any errors** the system may have detected on the last page of the application.
   - Any errors found here must be corrected before submission.
   - Click each link under the section to go to the question to correct it.
2. Click **Submit Application** if no further action is needed.

You have successfully submitted your PCC application!

Make sure to check your personal email account regularly. PCC will notify you by email when a decision is made on your application. You will need to log in to your PCC admissions account to view the decision letter that will include information on your next steps.

Portland Community College