

# **PCC Education Abroad: Course Registration & Payment Process**



Thanks for watching the PCC Education Abroad: Course Registration and Payment Process video.

# Course Registration

- Closed CRN
- Instructors will email closed CRNS to their cohorts

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Digital Photography in Prague*



Registering for a PCC study abroad course is similar to registering for a regular PCC course with one exception: the CRN (course reference number).

The PCC study abroad course use a closed CRN which allows only the people in your program cohort to register for this class. It's not listed in the course catalog because it's not open to the public. Your closed CRN will come from your instructor via email.

Let's talk about when and where to register for your course...

# When to Register

- PCC Summer Registration Takes place in late May
- Check PCC email for priority Registration group and date

[www.pcc.edu/enroll/registration/when-to-register/](http://www.pcc.edu/enroll/registration/when-to-register/)

Registration group	Registration begins
<b>Veterans group</b> veterans, active duty, and students using VA benefits at PCC	Fri May 17, 7am
<b>Group 1</b> students with over 80 credits	Mon May 20, 7am
<b>Group 2</b> students with 56 - 80 credits	Mon May 20, 11am
<b>Group 3</b> students with 41 - 55 credits	Mon May 20, 2pm
<b>Group 4</b> students with 26 - 40 credits	Tue May 21, 7am
<b>Group 5</b> students with 16 - 25 credits	Tue May 21, 11am
<b>Group 6</b> students with 11 - 15 credits	Tue May 21, 2pm
<b>Group 7</b> students with 6 - 10 credits	Wed May 22, 7am
<b>Group 8</b> students with 0 - 5 credits	Wed May 22, 11am
<b>Group 9</b> students not enrolled in previous term	Thu May 23, 7am



Many are well versed, but if you are new to PCC, Summer Registration begins in May. For the exact date and time you can register, click the “When to Register” link on the PCC website

# Where to Register

The screenshot displays the MyPCC dashboard interface. At the top, a teal header contains the PCC logo, the text "MyPCC", and a welcome message "Welcome Adriane". To the right of the header are icons for a laptop, a printer, an envelope, a calendar, and a refresh button. Below the header is a navigation bar with tabs for "Home", "My Courses", "Paying for College", "Student Guide", "Virtual Help", "Faculty", and "Employee". The "My Courses" tab is selected and highlighted. The main content area is divided into several sections. On the left, under "My Courses links", there are four columns of links: "Get started" (Register for classes, College success), "View my" (Grades, Unofficial transcript, Class schedule, Course evaluations), "On campus" (Bookstore, Computer labs, Resources, Tutoring, Library), and "Moving on" (Graduation, Order your diploma, Order official transcript, University transfer, Career support). Below this is a "My Courses" section with a pink box indicating "Courses yet to be registered." On the right, there are two panels: "Plan my career" featuring the "CAREER PLANNING WORKS" logo and text about exploring interests and researching occupations, and "Plan my degree" with text about finding classes to take to graduate by visiting the GRAD Plan, accompanied by a cartoon mascot character and a "Learn more about GRAD Plan" link.

When you are ready to register for your course, navigate to your MyPCC dashboard, then click on the My Courses tab, then select Register for Classes.

Additional instructions will be sent via email with your closed CRN for the course.

# Issues with Registration

The screenshot displays the MyPCC student portal interface. At the top, there is a navigation bar with the PCC logo, 'MyPCC', and 'Welcome Anne'. Below this is a menu with tabs for Home, My Courses, Paying for College, Student Guide, Virtual Help, Faculty, and Employee. The main content area is divided into three columns. The left column, 'My announcements', lists several events like 'Earth Week: Do-It-Yourself reusable tote bags' and 'Hiring Student Peer Advisors for 2024-2025'. The middle column, 'Term-to-term checklist', features a progress bar with four items: 'Holds' (green checkmark), 'Standing' (green checkmark), 'Placement' (red flag), and 'Register' (calendar icon). Below this is a 'Before you register' section with links for 'See when (and if) you can register', 'Find your classes in the schedule', 'Update your account info', and 'Update your degree and major'. A red arrow points to the 'Register' icon. The right column, 'My degree and major', shows a large watermark of the PCC logo and the text 'Undeclared'. A 'Quick links' section is visible at the bottom left of the main content area.

If you have issues when you register, navigate back to the Home tab and check the “Term-to-Term” checklist section.

If you see any red flags in the middle grey box, that may indicate an issue to be resolved (ie Holds, academic standing, or placement tests).

Call or email the office to discuss with us directly so we can troubleshoot together.

# View Your Bill

The screenshot shows the MyPCC website interface. At the top, there is a navigation bar with the PCC logo, 'MyPCC', and 'Welcome Adriane'. Below this is a menu with tabs for 'Home', 'My Courses', 'Paying for College', 'Student Guide', 'Virtual Help', 'Faculty', and 'Employee'. The main content area is divided into three columns. The left column, titled 'My account: Spring 2024', shows a summary of charges and payments, with a green checkmark indicating that the amount due is \$0.00. A red arrow points to the 'View my bill in PCC-Pay' link. The middle column, titled 'Financial Aid Dashboard', shows the 'Status' section with a message about financial aid application. The right column, titled 'Need a job?', features the 'PCC PANTHER WORKS STUDENT JOB BOARD' and a list of job opportunities.

After you register for the class, your payment (tuition + program fees) will be posted to student account.

- Remember the \$500 deposit that you submitted to hold your spot on the program? This amount will not be reflected in this total.
- It's ok, it's just a systems issue at PCC. We have records that validate your deposit, so do not worry!

To view your Bill, navigate to the MyPCC homepage, click the "Paying for College" tab, then click the "View my bill in PCC-Pay" link.

# View Your Bill

The screenshot shows the 'View Your Bill' page for a student at Portland Community College. The page is divided into several sections:

- Announcement:** Contains information about the 2023 1098 T, Summer Registration (May 20, 2024), and the start of the Summer term (June 24, 2024). It also lists payment plans: 3 monthly installments (Jun 10, Jul 8, Aug 5) and 5 biweekly installments (Jun 10, Jun 24, Jul 8, Jul 22, Aug 5). A note mentions late enrollment (2 payments on Jun 10, Aug 5) and that 50% of the balance is due upon enrollment.
- Student Account:** Shows the account ID as xxxxx9825 and a current balance of \$0.00. It includes buttons for 'View Activity', 'Enroll in Payment Plan', and 'Make Payment'.
- Statements:** Features an information icon and text: 'Click the button to view your current account balance and details.' with a 'View Statement' button. Below, it shows 'Your latest eBill Statement (11/13/23) Statement' with a 'View Statements' button.
- My Profile Setup:** A sidebar menu with options: 'Authorized Users', 'Personal Profile', 'Payment Profile', 'Security Settings', and 'Term Balances'.

The top navigation bar includes the college logo, the user's name 'Adriane Bolliger', and a 'Logout' link. A secondary navigation bar contains links for 'My Account', 'My Profile', 'Make Payment', 'Payment Plans', 'Deposits', and 'Help'.

This page should look familiar, since it is where you submitted your deposit.

From here, you can submit your summer term payment and view your statement for a breakdown of the costs.

The statement will look something like this...

# Account Summary: What does it look like?

## Account Summary

CHARGES		CREDITS/ANTICIPATED CREDITS*	
College Service Fee	15.00		
Instructional Technology Fee	58.80		
Student Activity Fee	27.20		
Study Abroad Program fee	3,300.00		
Tuition	1,064.00		
<b>Total Charges:</b>	<b>\$ 4,465.00</b>	<b>Total Credits/Anticipated Credits:</b>	

Deposit will display here after 7/1

PREVIOUS BALANCE	CURRENT TERM BALANCE	TOTAL ACCOUNT BALANCE
\$ 0.00	\$ 4,465.00	\$ 4,465.00

## Summer 2024 Schedule

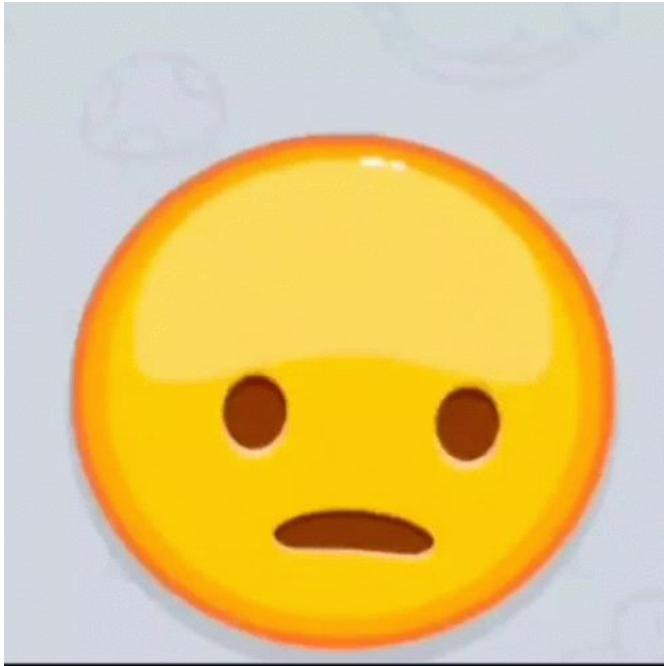
W	CRN	SUBJ	CRSE	CMP	COURSE TITLE	CREDS	ST	DAYS	START/STOP	BLDG	ROOM	INSTRUCTOR	G
6	33228	PSY	231	CP	Foundations of Human Sexu	4.00	RW	T	1200-0150pm	CLIMB	201	Opperman, E.	1
6	33228	PSY	231	SY	Foundations of Human Sexu		RW	TBA	TBA	SY-OFF	TBA	Opperman, E.	1
11	33231	PSY	232	DL	Human Sexuality Social Co	4.00	RW	TBA	TBA	DST	LEARN	Goerling, E.	1
11	33231	PSY	232	SY	Human Sexuality Social Co		RW	R	1200-0150pm	SY-RMT	LEARN	Goerling, E.	1
11	33231	PSY	232	SY	Human Sexuality Social Co		RW	TBA	TBA	SY-OFF	TBA	Goerling, E.	1
11	33231	PSY	232	SY	Human Sexuality Social Co		RW	R	1200-0150pm	SY-RMT	LEARN	Goerling, E.	1
.					Course Credits:	8.00							



The Account Summary includes two columns: "Charges" and "Credits".

- Note that your total study abroad fee appears under Charges with the tuition. Remember that this is the total program fee as shared on the program page website.
- Notice that the Credit column on the right is empty. Your \$500 deposit will appear here only after July 1. Before July 1 you will not see your deposit. Do not worry - we have a record that you have paid the deposit!





This process is clunky! It is a PCC systems issue, so we have to work within the system as best we can. Our goal is to provide you with information so that you can be prepared.

# Payment Process

**PCC Tuition +  
Remaining Program Fee**

## Student Account:

- The total amount (PCC tuition + program fees) will be posted
- \$500 deposit not included in this total

## 3 Payment Options:

- Pay over the phone (actual amount owed, with \$500 calculated)
- Pay in person at Student Accounts on any campus (actual amount owed)
- Pay Online via PCC-Pay in MyPCC (refund \$500 in summer term)

**Payment Due Date =  
Same as PCC Summer Due Date**

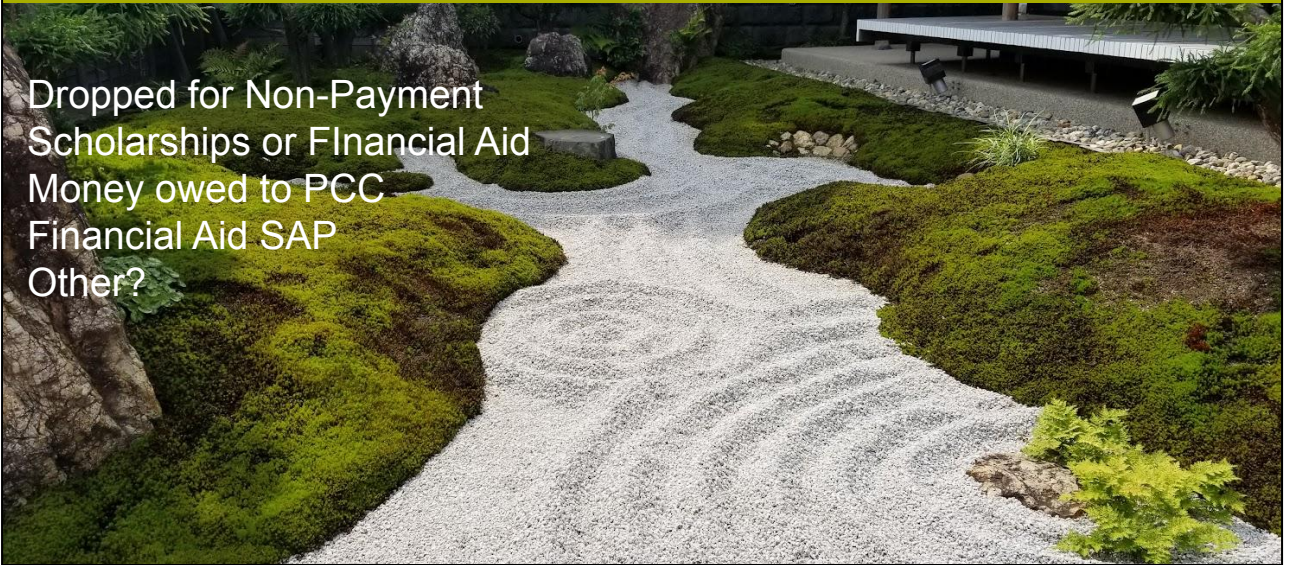


When it comes time to pay, you have 3 payment options:

- Pay via phone or in person to pay total of what you owe which is minus \$500 you already paid (tell the person you have already deposited \$500 for your study abroad program)
- If you pay via PCC-Pay online, you will see the whole amount on your bill and will pay that whole amount. You are not able to adjust the amount to pay. You will receive a refund of \$500 to your account during the summer term. This is like a true deposit!

# Possible Things to Consider

Dropped for Non-Payment  
Scholarships or Financial Aid  
Money owed to PCC  
Financial Aid SAP  
Other?



Please plan to pay your bill by the deadline or you will be dropped from the course. This is called “Dropped for Non-Payment”.

If you receive a Scholarship or plan to use Financial Aid, make sure to chat with us or the appropriate office so you do not get dropped for non-payment.

Keep in mind that your academic standing is now tied to Financial Aid. This means you need to maintain your GPA above a 2.0, be successful completing 66.67% of your attempted credit requirements, and keep your maximum credit limit in mind to maintain your Financial Aid Student Academic Progress. If you see a flag in this area, it might indicate a Financial Aid issue in future terms.

# Questions? Meet with an Ed Abroad Advisor



**Ali Garfinkle**  
Education Abroad  
Specialist



**Adriane Bolliger**  
Education Abroad  
Specialist



**Joshua Andersen**  
Experiential  
Learning Assistant

**Weekly Advising  
Meetings**

**Individual  
Appointments**

**Prefer to meet in  
person?**

Ed Abroad Office  
Cascade Campus,  
Terrell Hall, Room 116

971-722-7117  
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This might bring up questions, and we are happy to help. Thanks for watching this video!