Open Enrollment/Home School Students
High School Diploma is issued through an institution other than PCC

Get a head start on college, pursue special interests, make-up or supplement high school experience, or earn college credits you can apply to a PCC degree or transfer to a university.

1. **APPLY FOR ADMISSION** – Complete a PCC admission form at one of our four Admissions and Registration locations or online at [www.pcc.edu/admissions](http://www.pcc.edu/admissions).
   - If you are **16 or 17 years of age**, you are required to submit a permission letter from your home high school to the Admissions Office. If you are homeschooled, you must provide a letter of verification from your local Educational Service District (ESD). **Letters are not required for summer term enrollment.**
   - If you are **under the age of 16**, first contact the High School Completion Specialist. Refer to [www.pcc.edu/under-16](http://www.pcc.edu/under-16) to access campus contact information and procedures for the “Underage Exception process for Admission and Registration

2. **TAKE READING, WRITING, AND MATH PLACEMENT TESTS** – All new students planning to take credit classes must complete placement testing before they can register for classes. Bring transcripts for previous college level course work in math or language arts or you have take the ACT or SAT to your advising meeting, as you may not need to take the placement test. Testing schedules are available at the four Testing Center locations and online at [www.pcc.edu/testing](http://www.pcc.edu/testing). Your scores determine which classes you’ll be able to take. **Sample tests are available online.**

3. **NEW STUDENT ORIENTATION** – All new students planning to earn a certificate, Associate degree, or transfer to another college MUST complete an Orientation prior to registration, either online or at the Orientation Center. For available hours, refer to [http://www.pcc.edu/resources/orientation-centers.html](http://www.pcc.edu/resources/orientation-centers.html) or for access to the online orientation, visit [www.pcc.edu/orientation](http://www.pcc.edu/orientation).

4. **ACADEMIC ADVISING/CLASS SCHEDULING** – **Only high school counselors or home-school educators may approve classes to be used as high school credit.** High School Completion Specialists serve as your campus contact. For contact information, refer to [http://www.pcc.edu/prepare/adult-hs-diploma/locations.html](http://www.pcc.edu/prepare/adult-hs-diploma/locations.html). College advisors are available to maximize your “earned college credits” by creating an academic plan. For additional information, access [www.pcc.edu/advising](http://www.pcc.edu/advising).

5. **REGISTER FOR CLASSES** – You may register for classes online through My PCC at [www.pcc.edu/mypcc](http://www.pcc.edu/mypcc). Detailed information about how to register is available at [www.pcc.edu/registration](http://www.pcc.edu/registration). Your MyPCC username is setup once you are admitted and the default password is your birthday in six digits (mmddyy). If you have forgotten your username or password you can utilize the links in the sign-in window to obtain the necessary information.

6. **PAYMENT ARRANGEMENTS** – You must pay for your classes in full or have a college-approved financial arrangement in place two (2) Mondays prior to the start of the term. Students who do not meet the payment deadline are subject to being deleted from their course registration. For a list of approved financial arrangements and payment due dates go to [www.pcc.edu/payoptions](http://www.pcc.edu/payoptions).

7. **ARRANGE TRANSPORTATION** – If you plan to drive to campus, purchase a parking permit online through MyPCC; click on the College Business Tab; under the Parking and Transportation area click on Parking Permits/Fees and follow the instructions. For information about shuttle schedules, bus passes and alternative transportation visit [www.pcc.edu/parking](http://www.pcc.edu/parking).

8. **STUDENT I.D. CARD** – Student services such as the PCC shuttle, computer labs, libraries and testing centers require a PCC student I.D. After registering for credit classes go to an Admission and Registration Office with a valid government issued identification to obtain your student I.D. The College accepts a passport, Driver’s License, Military Identification card, Alien Registration Receipt Card (with photograph) and photo identification cards issued by state or government agency.

9. **PURCHASE BOOKS AT THE BOOKSTORE** – Go to the Bookstore at your campus and purchase your books or go to [www.pcc.edu/bookstore](http://www.pcc.edu/bookstore) to order. Be sure to have your course CRN’s in order to purchase the correct books!

10. **GO TO CLASSES** – You are expected to attend all classes in which you are enrolled or waitlisted. Your seat in the class may be given away to another student if you don’t attend the first class session! If you do not attend or stop attending classes and fail to personally drop within the refund period, you will be responsible for all tuition and fees. If on a waitlist you could be automatically enrolled. You must check your MyPCC in order to manage your course enrollment.

*Your MyPCC account is how Portland Community College communicates with you, including Registration and Business offices. You can pay your bill, buy your books and get a parking pass. It is important that you logon to your account often because professors and the college will send important information to your MyPCC email. Go to [www.pcc.edu/mypcc](http://www.pcc.edu/mypcc) to get started.

High School Completion Specialists Campus Contacts: [http://www.pcc.edu/prepare/adult-hs-diploma/locations.html](http://www.pcc.edu/prepare/adult-hs-diploma/locations.html)