

# How to Register for a Course at PCC CLIMB Center

*Applies to all courses taught at:*

- *Institute for Health Professionals*
- *Professional Development & Training*
- *Small Business Development Center*

# 3 Ways to Register

- 1. MyPCC:** Visit [pcc.edu/nc](https://pcc.edu/nc).
  - If this is your first time registering click on “Create Your Account.” For step-by-step instructions on how to register as a new student, [please go to page 3](#).
  - If you are a returning student click on “Register in MyPCC.” For step-by-step instructions on how to register as returning student, [please go to page 17](#).
- 2. Phone:** Call 971-722-6266, Choose Option 2 from the menu, and have your CRN code ready.
- 3. In Person:** Walk into any PCC Registration office. Offices are located at the Cascade, Rock Creek, and Southeast Campuses. Registration office hours can be found at [pcc.edu/registration](https://pcc.edu/registration).

# Registering as a New Student Step-by-Step Guide



## Non-credit registration

PCC / Enroll / Registration /

### Create your account

Before you can register for a class, you must create an account. This is called "non-credit admissions".

If you have taken a class in the last four years, you may already have an account and can proceed to registering in MyPCC.

[Create your account →](#)

Then

### Register in MyPCC

In MyPCC you can register for classes and make payments.

When logging in, you'll need the user name and password provided when you created your account. If you need help, follow the links on the login page.

[Register in MyPCC →](#)

1) Go to [pcc.edu/nc](http://pcc.edu/nc) and click on "Create Your Account".

## Select an Application Type

*i* Select the Application Type you want to complete:

**Credit** if you wish to earn a degree/certificate or just take credit courses without earning a degree.

**Non Credit-CEU/CED** if you wish to take Community Education (**CEU**) or Continuing Education (**CEU**) courses

**PCC High School Dual Credit:** if you are currently a high school student and wish to earn PCC credit for coursework taken at your high school through the PCC High School Dual Credit Program. You must be enrolled in a participating high school and not yet earned a high school diploma/GED.

Application Type:

- Credit
- Non Credit-CEU/CED**
- PCC High School Dual Credit

[Continue](#)



[Return to Homepage](#)

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[HELP](#) | [EXIT](#)

## Apply for Admissions

- i* Select an Admission Term and enter your name.  
**Non-Credit** applicants should select the earliest term available.  
When entering your information, please enter proper upper and lower case letters.

\* - indicates a required field.

Application Type:	Non Credit-CEU/CED
Admission Term:*	<input type="text" value="Select..."/>
First Name:*	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:*	<input type="text"/>

[Fill Out Application](#)

[Return to Application Menu](#)

3) Complete the form and click Fill Out Application.

## Application Checklist

**i** Once you begin this application, please **DO NOT** click your browser back button.

Begin by selecting the Name link below. You will be guided through each section and then returned to this screen.

When each section is complete, a  will appear next to that section.

When all sections have been completed, select the "**Submit Application**" button to submit your application. Your application will not be processed unless you click the **Submit Application** button located below.

- Name
- Current Student Type
- First Address and Phone
- Planned Course of Study
- Personal Information

**Submit Application**

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4) Click on each checklist item to complete the information.

**Name** (Checklist item 1 of 5)

*i* Enter your name information.

\* - Indicates a required field.

Last Name:*	<input type="text"/>
First Name:*	<input type="text"/>
Preferred First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Previous Last Name (if any):	<input type="text"/>
Other Names Used (Last, First, MI)	<input type="text"/>
Have you ever attended PCC?:*	<input type="radio"/> Yes <input type="radio"/> No

[Continue](#)

5) Complete the information and click continue.

**First Address and Phone (Checklist item 2 of 5)**

**i** Enter your Address information. You must enter a city and either a state or province and zip code or a country code.

\* - indicates a required field.

### Mailing Address

Street Line 1:\*

Street Line 2:

City:\*

State:\*

Zip Code:\*

Primary Phone Number (area) - (phone) (extension):\*

 -  

Secondary Phone Number (xxx-xxxxxxx):

Continue

6) Complete the information and click continue.

**Personal Information** (Checklist item 3 of 5)

- i* Enter your Personal Information. When you enter your email address you will need to verify it by entering it again. Federal Law requires that PCC release your name to military recruiters unless you request we do not. For detailed information regarding PCC's request for your Social Security Number, please click [here](#).

\* - indicates a required field.

Citizen Type:	<input type="text" value="None"/>
Email address-Used to reach you during the admission process:*	<input type="text"/>
Verify e-mail address:*	<input type="text"/>
SSN (Required for Financial Aid & tax credits) (XXXXXXXX):	<input type="text"/>
Gender:*	<input type="radio"/> Male <input checked="" type="radio"/> Female
Birth Date:*	Month <input type="text" value="None"/> Day <input type="text" value="None"/> Year (YYYY) <input type="text"/>

- i* What is your ethnicity?

- Hispanic or Latino  
 Not Hispanic or Latino

- i* Select one or more races to indicate what you consider yourself to be.

- American Indian or Alaska Native  Asian  Black or African American  Native Hawaiian or Other Pacific Islander  White  
 American Indian/Alaska Native  Asian  Black or African American  Native Hawaiian/Pacific Island  White

**Current Student Type** (Checklist item 4 of 5)

\* - indicates a required field.

\*

What is your current student type?  
(Enter 1, 2, or 3)

- 1.) First time enrolling at any college.
- 2.) Returning to PCC from an absence.
- 3.) New to PCC with prior college classes.

Continue

8) Complete the information and click continue.

**Planned Course of Study (Checklist item 5 of 5)**

*i* Select your Choice of Study.

\* - indicates a required field.

What courses are you mainly interested in taking?:\*

- None
- None
- Community Education (CED)/Personal Interest-Not Financial Aid Eligible
- Continuing Education (CEU)/Professional Interest-Not Financial Aid Eligible

Continue

## Application Checklist

**i** Once you begin this application, please **DO NOT** click your browser back button.

Begin by selecting the Name link below. You will be guided through each section and then returned to this screen.

When each section is complete, a  will appear next to that section.

When all sections have been completed, select the "**Submit Application**" button to submit your application. Your application will not be processed unless you click the **Submit Application** button located below.

- Name
- Current Student Type
- First Address and Phone
- Planned Course of Study
- Personal Information

**Submit Application**

## Admissions Agreement

You must agree to the terms below, or you will be directed back to the Application Menu page and your application will not be submitted. If you have questions, contact the Admissions & Registration office at 971-722-8888 (and choose option 2).

By Submitting this application you certify that all statements on this application are complete and true. You also agree to all PCC policies and procedures, including [financial liability](#). PCC does not process incomplete or inaccurate applications.

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Have you read and do you agree to the above statement?

[I agree to the terms](#)

[I do not agree](#)

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## Application Submitted!

Congratulations! You have submitted your application for admission to Portland Community College. We look forward to helping you continue your education and believe that you have made an excellent college choice.

Please allow **2 business days** for us to process your application. You will receive an email message at *the email address you used* with instructions on how to access important information at the college through MyPCC, our student portal. MyPCC will be your gateway to registration, important academic resources and paying your bill. Watch for this important message.

You may close your browser session or select EXIT at the top of this page.  
Thank you.

A00958274/1

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12) Check your email to get into MyPCC. Then register for your classes using the steps explained starting on page 17.

For additional help, please call:

- Institute for Health Professionals: 971-722-6633
- Professional Development & Training: 971-722-6686
- Small Business Development Center: 971-722-5080

# Registering as a Returning Student Step-by-Step Guide



# A Stellar Scholar

Student Laurie Garza is reaching for the stars, and Mars, in her quest to become an astrophysicist

Read the story >



[Return to PCC home](#)

Welcome to the new MyPCC! It looks different, but the content and navigation is almost identical to the previous version. We also improved the experience when visiting on a mobile device. [What's different?](#)

Sign in to your MyPCC account

Sign in

Stay signed in

[Forgot your password?](#)

[Need your username?](#)

[First time user?](#)

## My announcements

Manage ▾

Schedule ▾

All ▾

## Subject

>  [Congratulations to our 2015-2016  
Community-Based Learning Honorees!](#)

>  [Flash Alert](#)

>  [Auditing a Class?](#)

 Show Hidden

## Quick links

## MyPCC Resources

- [My Profile](#)
- [My Records](#)

## Term-to-term checklist

## Before you register

- See when (and if) you can register
- Find your classes in the schedule
- Update your account info
- Update your degree and major

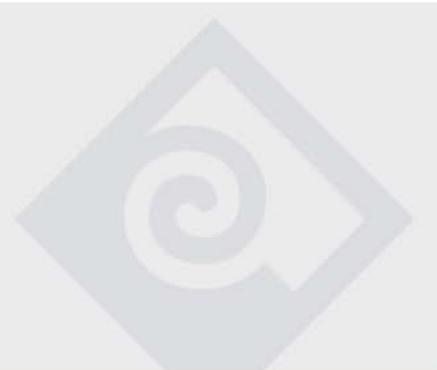
## Register

- **Register for classes (add/drop classes)**
- Double-check your class schedule
- See your drop and withdraw deadlines

## After you register

- Pay your bill in PCC-Pay
- Order a parking permit or a TriMet pass
- Buy textbooks
- Update your student ID card
- Show up the first day!

## My major and degree



Undeclared



Major has not been selected  
Degree Undeclared

## Registration

Learn about [registering for classes](#).

**Add or Drop Classes and Look Up Classes are ONLY available:**

7am-11pm Mon-Thur, Sat

7am-6pm Friday

1pm-11pm Sunday

[Add or Drop Classes](#)

[Look Up Classes](#)

[Change Grade Options](#)

[Week at a Glance](#)

[Student Detail Schedule](#)

[Registration Status](#)

[Update Student Term Data](#)

Use this link to verify/update your degree or certificate.

[Drop Dates for Classes](#)

[Select Term](#)

3) Click on Add or Drop Classes.

## Registration Term

Select a Term:

Submit

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### Terms

- Summer: June – September
- Fall: September – December
- Winter: January – March
- Spring: March - June

## Add or Drop Classes

### Important!

- The "Submit Changes" button below is used to register, drop/withdraw from a class, or change your grading option.
- When you register, you consent to all policies and procedures, including [Financial Responsibility and other disclosures/policies](#).
- For payment requirements got to [pcc.edu/pay](http://pcc.edu/pay)
- Payment for non-credit classes is due at the time of registration. Use the "View/Pay Charges" button below.
- Visit the [Bookstore](#) to find the required and recommended textbooks for these courses.
- Before registering for your first online class at PCC, you must complete the [Start Guide for Online Learners](#).
- Problems registering, dropping/withdrawing or changing your grade option? Email [enroll@pcc.edu](mailto:enroll@pcc.edu) to ensure the date and time your attempted action is documented.

View your class [Detail Schedule](#)

### Add Classes Worksheet

1.

2. 

5) Type in your course CRN(s). Then click Submit Changes.

- For payment requirements go to [pcc.edu/pay](#)
- Payment for non-credit classes is due at the time of registration. Use the "View/Pay Charges" button below.
- Visit the [Bookstore](#) to find the required and recommended textbooks for these courses.
- Before registering for your first online class at PCC, you must complete the [Start Guide for Online Learners](#).
- Problems registering, dropping/withdrawing or changing your grade option? Email [enroll@pcc.edu](mailto:enroll@pcc.edu) to ensure the date and time your attempted action is documented.

## Confirmation

✓ Your registration changes were processed. Please look for any Registration Errors below.

View your class [Detail Schedule](#)

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
**Web Registered** on 22-JUN-2016	None	33317	SBD	9912	0	Non-credit	0.000	Normal	ESS: Take Business Online

Total Credit Hours: 0.000

Billing Hours: 0.000

Minimum Hours: 0.000

Maximum Hours: 19.000

Date: 22-JUN-2016 03:46 PM

### Add Classes Worksheet

CRNs

<input type="text"/>									
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[Submit Changes](#) | 
 [Class Search](#) | 
 [View/Pay Charges](#) | 
 [Reset](#)

6) You are now registered! To pay, click on View/Pay Charges.

My Account Payments Payment Plans eStatements

Account Activity Personal Profile Payment Methods Authorized Users

Account Alerts

No alerts at this time.

Announcements

The payment due date for summer term is June 6.

Use PCC-Pay to view your account and authorized financial aid (if any), pay your bill, set up payment plan, and authorize others to view or pay your bill.

Visit the [Paying for College](#) website for information regarding:

- College costs and tuition calculator
- Fee descriptions
- Refund policies
- Payment and collection policies

Paying with international wire?  
Visit our [peerTransfer](#) website.

My Account

Current Account Status

Student Accounts  
Balance: \$185.00

[Make a Payment](#) [View Account Activity](#)

Statements

eBill Statement  
Your **new bill** for Student Accounts was posted on 1/13/16.

Statement Date: 1/13/16  
Bill Amount: \$25.00

Term Balances

Summer 2016 \$185.00

7) Click on Make a Payment and follow the instructions.

## Notes:

- If you want to drop the class, on the screen in Step 6 from Action dropdown choose Drop/Pending Approval and click Submit Changes.
- For additional help, please call:
  - Institute for Health Professionals: 971-722-6633
  - Professional Development & Training: 971-722-6686
  - Small Business Development Center: 971-722-5080