

Steps for getting started for under 16 @ PCC

Follow these steps to get started as an Early College student attending Portland Community College. It is important to follow each step in the order presented to ensure your enrollment in the Early College Program.

1. If you have not already done so, apply to the Early College Program through the 'Apply' Tab listed above.

2. Compile the necessary paperwork for an underage acceptance interview.

Underage students must provide:

A student letter stating the reason for requesting exception

At least one letter of recommendation from your school counselor and/or administrator, which addresses both academic and behavioral preparedness for an adult learning environment.

3. Call and schedule an acceptance interview with the contact at your PCC campus.

Once you have all the required paperwork in hand, call our PCC contact at the campus you plan to attend and schedule an acceptance interview.

**All advising will take place with your Early College Advisor, Heather Stouder. When meeting with PCC contacts please let them know you are a sponsored student of Summit Learning Charter.

Cascade – **Cheri McLaughlin**: 971-722-5416

Rock Creek – **Jo Lynn Dow**: 971-722-4473

Southeast Center Sylvania – **Jo Lynn Dow**:

971-722-6240 or 971-722-4473

4. Based on this initial meeting a decision will be made as to whether or not you can continue in the admissions process. If approved you will move on to the next set of steps.

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5. Apply for admission to PCC.

<http://www.pcc.edu/>

6. Review the placement testing information available on our website. It is encouraged to take advantage of these practice websites to prepare you for the test and ensure an accurate placement, especially in math.

7. Take the College Placement Exams

All students under the age 16 must place at a minimum level of Writing 115, Reading 115, and Math 60. This is a requirement for both PCC and the Early College Program.

8. Login to your My PCC account and learn how to navigate the online registration system.

Once you have applied to PCC, you will receive a student login and password to your My PCC account. Please familiarize yourself with your online account, as this is where you will register for classes.

10. Attend a PCC new student orientation on campus or online at <http://www.pcc.edu/orientation/>.

This is a great way to familiarize yourself with the campus and the resources there, especially if you are new to the college.

11. Attend a **MANDATORY** Early College New Student Orientation – check our calendar for dates, times and locations. You should have already provided a copy of your placement test scores, your PCC student ID number and a copy of any previous high school transcripts to your Early College advisor at Summit Learning Charter. Your advisor will

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meet with you after the orientation to discuss course selections before you register.

12. Email the courses approved for registration to the PCC contact as soon as possible.

Underage students must work directly with the PCC contact to register for courses and receive instructor approval. Note: underage students are not allowed to register for courses until one week prior to the start of the term.

13. Once registered for courses, highlight, copy and paste your course schedule into an email to your early college counselor.

Your early college counselor must have your most up-to-date course schedule on file at all times.

14. Purchase textbooks.

Once you email your term schedule to the early college advisor, you will receive your book allowance for that term.