

## Steps for students 16 and older @ PCC

1. If you have not already done so, apply to Summit Learning Charter through the 'Apply' tab above and submit the completed application. Make sure to check the box for the 'Early College Program'.

2. Apply to Portland Community College.

Apply online at <http://www.pcc.edu/admissions/>

\*When asked to pick a degree on your application, please indicate Associates of Arts\*. If you have any questions or difficulty on campus, please feel free to connect with our campus contact and be sure to let them know you are attending the Early College Program under the sponsorship of Summit Learning Charter.

Cascade – Cheri McLaughlin: 971-722-5416

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

Southeast Center Sylvania – Jo Lynn Dow: 971-722-4473

3. Complete a PCC FERPA form (Consent to Release Confidential Information) and return to [Heather Stouder](#).

4. Review the placement testing information available on the Early College website.

It is encouraged that you take advantage of these practice websites to prepare you for the test and ensure an accurate placement, especially in math.

5. Contact the testing center at PCC to verify testing hours

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

Placement testing is required by the community college and will help to accurately place you in your classes. There are separate tests for reading, writing, and math. Please take all three and obtain a copy of the scores for you to share with your Early College Advisor, Heather Stouder.

6. 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.

7. Attend a PCC new student orientation on campus or online at <https://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. All advising will be held with your Early College advisor so when meeting with PCC contacts please let them know you are a sponsored student of the Early College Program through Summit Learning Charter.

8. Attend a **MANDATORY** Early College New Student Orientation. Please check our early college webpage 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 transcript to Summit Learning Charter.

Your Early College Advisor, [Heather Stouder](#), will meet with you after orientation to discuss forecasted classes before you register.

9. Register for courses at the college according to the plan approved by your early college advisor.

Students can register through their student account online.

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

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

**Your Early College Advisor must have your most up-to-date course schedule on file at all times.**

11. Purchase textbooks.

A prep-paid Mastercard will be issued after your term schedule is approved by the your Early College Advisor.