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.
   - 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.
Registering as a New Student
Step-by-Step Guide
1) Go to pcc.edu/nc and click on “Create Your Account”.
Select an Application Type

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 (CED) 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
3) Complete the form and click Fill Out Application.
4) Click on each checklist item to complete the information.

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 check 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
5) Complete the information and click continue.
6) Complete the information and click continue.
7) Complete the information and click continue.
8) Complete the information and click continue.
9) Choose Continuing Education and click continue.
Application Checklist

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

10) Click 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.

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

I agree to the terms
I do not agree

11) Read the terms and click “I agree to the terms.”
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
1) Log in to MyPCC at pcc.edu.
2) Click on Register for classes (add/drop classes).
3) Click on Add or Drop Classes.
4) Select the term the course is in.

Terms
- Summer: June – September
- Fall: September – December
- Winter: January – March
- Spring: March - June
5) Type in your course CRN(s). Then click Submit Changes.
6) You are now registered! To pay, click on View/Pay Charges.
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