



Piedmont Virginia Community College Steps to Enrollment Checklist—Dual Credit & Early Admissions

Step 1: Get Permission from High School

Students interested in taking PVCC classes first need to get permission from their high school guidance counselor and/or principal. A permission form is attached. Students must also request an official high school transcript. These documents must be submitted to Jan Reed during the student's initial counseling appointment.

Step 2: Submit an Application to PVCC

Go to www.pvcc.edu and click on "Applications for Admission." After completing your application to PVCC, you will receive an EmplID number (student ID number) and User Name on your confirmation page. Please be sure to print this page or write down this information.

Step 3: Take Placement Tests in the Learning Center

Students planning to pursue a degree at PVCC or planning to take math or English courses are required to take placement tests in English and/or math. The Learning Center is located in room 607 in the main building. Placement tests are untimed and on the computer; bring a calculator for Math. There is no charge for placement tests. Please contact the Learning Center at (434)-961-5320 for testing hours.

Example test questions can be found online at www.act.org/compass/sample/index.html. Testing can be waived if the student meets either of the criteria listed below. Students must submit a copy of appropriate SAT/ACT/AP scores (SAT requirement of 520 or higher in Math and Critical Reading or Writing; ACT requirement of 19 or higher in Reading or 21 or higher in Writing, and 20 or higher in Math).

Step 4: Meet with Jan Reed, Counselor, First Year Programs, at PVCC.

Contact PVCC's Counseling and Career Center at 434-961-5264 to make an appointment.

Step 5: Register for Classes

Jan Reed will register you for your classes.

Helpful Phone Numbers:

Cashier's Office	(434) 961-5213
Counseling & Career Services	(434) 961-5264
The Learning Center	(434) 961-5320
Welcome Center	(434) 961-6551