



PRINCE GEORGE'S
COMMUNITY COLLEGE

Workforce Development and Continuing Education

Registering for Transition ESL Classes Online

You must register before class begins.

A. Go to the college's home page at www.pgcc.edu.

B. Click on "Owl Link" which is in small print at the top of the page. This will take you to Owl Link's MAIN MENU.

NEW STUDENT: *You have never attended a PGCC program or class.*

To register, follow the steps below.

1. From the MAIN MENU, click on Workforce Development and Cont. Ed. Students.
2. Under Cont. Ed. Registration click on Enroll and Register for Courses.
3. Click on Create a Student Account.
4. On the Personal Identification screen, fill in all required fields (indicated by an *asterisk). Check the box at the bottom of page and click SUBMIT.
5. On the Confirm Personal Info screen, check the box at the bottom of the page and click SUBMIT.
6. For security reasons, you will receive two separate e-mails: one with your Owl Link Username/ID and another with your temporary password. Please keep this information so that you can register for classes later.
7. With this information, return to MAIN MENU and click LOG IN.
Log in using the Username/ID and exact password sent to you in your e-mails.

ALERT: You will immediately see the message "Your password has expired!" Don't worry! This is normal!

8. You now have to reset your password. The password you create must have at least 8 (eight) characters and must include at least one uppercase letter, one lowercase letter, and at least one number. You cannot use your username/ID as your password and cannot use recent passwords.
9. Once you have successfully logged into Owl Link, you will be returned to the MAIN MENU.
You can now go to section "C" of these directions to register for your classes.

RETURNING STUDENT: *You have previously enrolled in any course at PGCC.*

You will need to LOG IN to Owl Link in order to register.

1. If you have received a Username/ID and password previously but do not remember your login information, follow the appropriate links on the login screen to retrieve your Username/ID and/or password.
2. If you have registered for any PGCC classes before but have never received a Username/ID and password, you must contact our front desk at 301-546-8350, or email transitionesl@pgcc.edu to get your student ID number. Then contact the Help Desk at 301-546-0637 or e-mail helpdesk@pgcc.edu. Tell them your ID number, and ask for your Username/ID and password.

C. To register for classes: From the MAIN MENU

1. Click on LOG IN and complete your login information and click SUBMIT which returns you to the MAIN MENU.
2. Click on Workforce Development and Cont. Ed Students.

3. Click on Enroll and Register for Courses and on the next screen, click on Register for courses.
4. Using the schedule, find the classes you want to take and the 5-digit synonym numbers. Example: #22312
5. **IMPORTANT:** In the box for Course Code Number, enter the 5-digit synonym number only for your first class and click SUBMIT. (See the picture below.) *Do not enter any other information on this page!*
6. On the next page, click in the “Select” box next to the course information, which displays the time, date, location, and click SUBMIT.
7. Fill in any optional Additional Registration Information and click SUBMIT.
8. The course for which you have registered and amount due will display on the screen. You can either check out now or register for additional courses. In the “Choose one of the following” box, click the drop-down arrow and choose “Register Now” (check out) or “Search for more classes.” When you have finished selecting all of your courses, choose Register Now (check out) from the drop-down menu, select a payment type, and click SUBMIT.
9. The Processing My Credit Card Payment page will appear. Review for accuracy and click CONTINUE.
10. On the next page, enter the required fields on the secure site using your MasterCard, VISA, or Discover credit card and click PAY NOW. *You are not registered in any of your classes until you submit payment.*
11. A transaction confirmation page will appear after you have paid by credit card.
Please print or copy the transaction number for your records.

Register Cont. Ed. Courses

Click [here for Class Schedules](#)

Search For (Key Word)

Show Open Sections Only

Course Code Number(e.g. ART-327)

Starting On/After Date(e.g. 03/14/11) Ending By Date(e.g. 05/16/11)

Classes Meeting After

Classes Ending Before

Mon Tue Wed Thu Fri Sat Sun

Topic Code

Location

Instructor's Last Name

SUBMIT

Insert only the 5-digit synonym number (not the course number)—do not fill in any other boxes on this page!

Then, click **SUBMIT**.