While students apply for admission only once during a period of attendance at the college, they must register for classes every semester they wish to attend. Registration involves selecting courses each semester that meet the student's academic needs and are offered in a manner consistent with each student's time and place requirements.

**Course Prerequisites and Placement**

Most courses require a student to possess a certain level of prior knowledge or proficiency in order to be successful in mastering the subject content of the course. These prescribed levels of prior knowledge or proficiency are known as course prerequisites. Most introductory level courses do not require other courses to precede them but do require certain levels of proficiency in reading, writing and/or mathematics. Such basic skills prerequisites are indicated in the course description as "reading proficiency level," "writing proficiency level" and/or "mathematics proficiency level" prerequisites. Other courses may require that certain specific courses precede them. In such cases, the course description will contain a reference to one or more prerequisite courses.

Basic skills in all three areas are assessed using placement tests, which are required of all new college students. Students who do not achieve satisfactory placement test scores will be required to complete prescribed developmental courses before enrolling in credit courses.

Placement test prerequisites for course enrollment are waived for students who:

- Already hold a U.S. college degree (Associate degree or higher)
- Have sufficiently high SAT or ACT scores
- Have previously completed 12 or more credits of college-level courses having substantially equivalent skills requirements
- Have background or work experience, which, in the judgment of the appropriate dean or designee, indicates a reasonable capability for success in the course(s) in question

First-time college students are expected to take PAS-1010, Planning for Academic Success (3 credits). The course is a required corequisite for students who must take DVR-0061, College Reading and Study Skills.

The PAS-1010 requirement will be waived for students who completed DVR-0051, Developmental Reading, before the fall 2007 semester.

For more information about PAS-1010, see Chapter 6, under Course Descriptions. For information about the Owl Success Track Program, see Chapter 9.

**Registration Steps**

Classes are filled on a first-come, first-served basis. Students who wait to register until late in the designated period may be forced to take classes at less than ideal times or places since first-choice classes may be full or otherwise unavailable. The college is committed to using every available class meeting to further the learning experience. Students are therefore required to be registered for classes prior to their start and expected to be present on the first meeting day.

The registration deadline of 11:59 p.m. the day before a class begins is enforced. Students may not register for any class after that deadline.

Consult each semester's schedule of classes for registration information and special instructions for enrollment in classes which begin later in the semester.

**Registration involves the following steps:**

- Studying a schedule of classes that lists all offerings for a particular semester. The schedule is available online several weeks before registration begins. Limited quantities of printed copies are also available at each of the college's locations.
- Selecting classes consistent with an academic program, prior coursework and/or placement test scores
- Consulting with an academic advisor as needed or required by the college. Students also may determine what courses they need to take by going to Owl Link and completing the steps needed to create a program evaluation in their current program of study
- Registering for classes in person or over the Web, as described in the next section
- Paying a tuition bill. Students who register in person will be given a bill at the time they register. Those registering over the Web may access and pay their bills online as soon as their selection of courses is completed. Prior to the start of a semester, no registration is considered final until the bill has been paid.

Registration Policy
Students must register for courses by 11:59 p.m. the day before the class begins.

Students who fail to meet the registration deadline may still enroll in later-starting, accelerated course sections. These offerings may be found in the class schedules. Students also may search for later starting courses using Owl Link at www.pgcc.edu.

Different Ways to Register for Courses
New and newly readmitted students must register in person for their first semester. Returning students may register each semester in any one of the following ways:

- Over the Web using Owl Link, the college's online registration system at www.pgcc.edu
- In person at the main campus in Largo at the Office of Admissions and Records, Bladen Hall, Room 126 or with an Academic Advisor in Bladen Hall, Room 124.
- In person at the Laurel College Center in Laurel, Prince George's Community College at University Town Center in Hyattsville and (for those who have a military ID) at Prince George's Community College at Joint Base Andrews.

Current credit students who have not received a User ID and password can get them by contacting the technology Help Desk Office located in Bladen Hall, Room 106, on the Largo campus, or by e-mailing that office at helpdesk@pgcc.edu.

Owl Mail
Prince George's Community College assigns all students a secure student e-mail account, called Owl Mail. Students will receive e-mail notification to their personal e-mail addresses regarding the availability of their Owl Mail accounts. Upon receipt of that e-mail, students should immediately follow the instructions given to activate the Owl Mail account. Failure to do so within 30 days will result in the account being disabled.

Owl Mail is the only e-mail address faculty and staff will use to interact electronically with students. It is also required in order to participate in online courses and to receive important, timely notices and announcements from the college.

It is critical that students activate their Owl Mail accounts immediately upon receipt of the notice of its availability. Complete instructions on how to activate the account are included in the notice.

Different Ways to Take Courses

Classroom Instruction
Most students at the college take their courses in a traditional classroom setting. Courses may meet three or four days per week for an hour, two days a week for 90 minutes or once a week for two-and-a-half hours or more. Classes also are scheduled in a variety of other formats, from intensive one-week workshops to Sunday afternoon sessions. Students may choose days and times that best fit their schedules.

Weekend College
Marlboro Hall, Room 2141
301-322-0785

The Weekend College serves the needs of those who may not be able to participate in college credit courses during the week. It offers students a wide variety of courses in alternative formats. A student may choose to enroll in weekender courses that meet on three or four alternating weekends. The weekender (Friday evening and all day Saturday) schedule permits a student to enroll in three courses within one semester. Students must register for these courses two weeks prior to their first face-to-face meeting.

In addition, the college offers a wide range of Saturday-only or Sunday-only courses that meet over a 15-week period on Saturday and/or Sunday mornings or afternoons.

For all weekend classes, it is recommended that students register at least two to three weeks prior to the beginning of a weekend course to receive a detailed syllabus and complete any assignments that need to be accomplished prior to the first class session. Registration deadlines are published in the class schedule and appear on Owl Link. While most weekend courses meet at the Largo campus, additional weekend courses are offered at Prince George's Community College at Joint Base Andrews, the Laurel College Center and Prince George's Community College at University Town Center.
As an alternative to the traditional, face-to-face learning environment, the college offers a wide variety of courses that use interactive Web-based applications, interactive video and multimedia computer applications in varied combinations to deliver instruction. Students who enroll in eLearning courses typically seek added convenience, greater independence and more autonomy in pursuing their coursework. Students may elect to take a combination of traditional and eLearning courses to help them earn a degree, or students may elect to participate in one of the degree programs that are offered primarily through an online format.

**Online (Web-based) Courses**

Online courses are a convenient way to earn college credit at Prince George's Community College. Students can access interactive coursework via a computer and the Internet without the need to be physically present in a classroom at a specific time. Online courses are delivered through a course management system which allows students to receive and review course materials online. In addition, students are able to interact and communicate with instructors and fellow students, complete assignments and assessments and conduct research. Students can use a computer with Internet access anytime, anywhere to participate in their online courses.

For information about noncredit online courses, visit [www.pgcconline.com/coned](http://www.pgcconline.com/coned) or call 301-322-0463.

**Video Enhanced Online Courses**

Some online courses use commercially produced video material as a supplement to online instruction. The course activities are conducted online, while the video programs are delivered via cablecast on PGCC-TV (Comcast Channel 75 and Verizon Channel 44), the college's educational access channels. Some video programs are also available in DVD format or video-streamed over the Internet for added convenience.

**Hybrid Courses**

Hybrid courses combine classroom meetings and online instruction. Students come to campus at a scheduled time and meet face-to-face with their instructors and fellow students; other coursework, assignments and group work are accomplished online.

**Maryland Online (MOL) Courses**

Maryland Online (MOL) is a consortium of Maryland colleges and universities that offer eLearning courses. MOL provides an opportunity for students to participate in courses offered by any of the member institutions while receiving credit from Prince George's Community College.
Prince George’s Community College at Joint Base Andrews (formerly Andrews AFB)

Building 1413, Arkansas Road, Joint Base Andrews, MD 20762  
301-322-0778 or 301-981-5949  
www.pgcc.edu/extensioncenters

Students attending classes at this site may complete the requirements for an associate degree in general studies or take courses toward degrees in a variety of transfer and career programs. Academic advisors are at the center during class hours to assist with academic planning. Library and audiovisual services also support instructional areas.

Prince George’s Community College at Joint Base Andrews has special requirements for civilian access. Students who do not live or work on the base or who do not have a valid military ID card must submit to a special background check before accessing the base for the first time each semester. Full details of this process can be found in each semester’s schedule of classes or on the website.

Laurel College Center

312 Marshall Avenue, Suite 205, Laurel, MD 20707  
1-866-228-6110  
www.laurelcollegecenter.org

Laurel College Center, a Maryland Regional Higher Education Center, is a unique partnership between Prince George’s Community College and Howard Community College. Students attending classes at this site may complete the requirements of an associate degree in General Studies, Business Administration, Teacher Education, Criminal Justice, or take courses toward a variety of degree programs. A wide selection of noncredit classes and certification programs also are offered at Laurel College Center through the office of Workforce Development and Continuing Education. Advising, testing, admissions and registration are some of the services available on site to assist students with academic planning.

Skilled Trades Center

6400 Old Branch Avenue, Camp Springs, MD 20748  
301-322-0894, Ext. 203 or 204  
www.pgcc.edu/extensioncenters

The Skilled Trades Center is dedicated to meeting the county’s need for skilled construction trades people. At this center, the focus is entirely on skilled construction trades. The center provides lab space for five critical construction trade areas including carpentry; electrical; plumbing; heating, ventilation, air-conditioning, and refrigeration (HVAC-R); and building maintenance. Many program titles, formats and options are available ranging from one-day short courses to multi-semester, long-term certification programs.

Prince George’s Community College at University Town Center

6505 Belcrest Road, Suite 200, Hyattsville, MD 20782  
301-386-7580 or 301-277-5934  
www.pgcc.edu/extensioncenters

Students at Prince George’s Community College at University Town Center (UTC) may complete requirements for a degree in general studies or complete significant portions of other transfer and career programs. In addition, UTC offers a full array of courses for non-native speakers of English as well as developmental courses in reading, mathematics and English. UTC provides a broad range of advising, testing and support services to assist students in their academic planning.

Prince George’s Community College at Westphalia Training Center

9109 Westphalia Road, Upper Marlboro, MD 20774  
301-322-0964

At Prince George’s Community College at Westphalia Training Center, workers are educated and trained for in-demand jobs. In collaboration with the Mid-Atlantic Carpenters Training Centers (MACTC), Prince George’s Community College provides classroom, performance-based training in construction and green/renewable energy. Prince George’s Community College at Westphalia Training Center also houses the TeamBuilders Academy, which is a cohort-based, accelerated, adult career training program.