**Concurrent Enrollment Steps: Returning Students**

*These steps are for students who have previously submitted a full application packet and participated in the program.*

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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<tbody>
<tr>
<td>1. Complete concurrent enrollment form</td>
<td>- Meet with high school guidance counselor or home school administrator to complete the form</td>
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<td>2. Submit the concurrent enrollment form</td>
<td>- Students may submit completed forms via email to the Dual Enrollment Coordinator, or students may schedule an appointment to submit the form in-person</td>
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<tr>
<td>3. Register for classes</td>
<td>- After receiving approval from the Dual Enrollment Coordinator, register for approved classes on concurrent enrollment form online through Owl Link at <a href="http://www.pgcc.edu">www.pgcc.edu</a></td>
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| 4. View and pay bill | - View bill online through Owl Link  
- Pay bill online, in-person at the Cashier’s Office at the Largo campus, or set up a payment plan by 11:59pm on the date of registration |
| 5. Obtain new ID sticker and purchase textbooks | - Bring your current PGCC student ID and a copy of the paid bill to any campus location to obtain a new ID sticker for the current semester  
- Purchase textbooks, information available at the Largo campus bookstore or [www.pgccbookstore.com](http://www.pgccbookstore.com) |
| 6. Late registration (if necessary) | - Self-registration will end at 11:59pm one week before the semester begins.  
- Students wishing to register for the first time or students wishing to make schedule adjustments to current courses will need to contact the Dual Enrollment Coordinator for assistance |
Concurrent Enrollment
Prince George’s County Private and Home School Students

Returning Student Enrollment Process: (for students who have previously participated in the program)

1. Student will complete the Concurrent Enrollment Form with their high school counselor or homeschool administrator*.
   - Student will meet with their counselor or homeschool administrator* for course approval and to ensure eligibility.
   - Concurrent enrollment students may take courses in one or more of the following modalities:
     - Traditional, face-to-face in 5 to 15 week formats
     - Hybrid, which combines face-to-face and online, in 5 to 15 week formats
     - Online, after a student has successfully earned 6 credits at PGCC with a GPA of 2.5
   - Concurrent enrollment students may not take courses offered in the Weekender format.
   - Developmental (remedial) courses may not be taken.
   - Each school will provide their students with direction on how they will approve dual credit, including what documentation the student will need to provide to receive dual credit.

*Homeschool administrators may include: counselor, parent/guardian or umbrella coordinator.

2. Students may submit completed forms via email to the Dual Enrollment Coordinator, or students may schedule an appointment to submit the form in-person.

3. After receiving approval from the PGCC Dual Enrollment Coordinator, students will register themselves online using Owl Link.

4. Students will be able to view and pay their bill immediately through Owl Link. Students may pay online, in-person at the Cashier’s Office, or set up a payment plan. Students must pay their bill by 11:59pm on the day of registration, or they will be dropped from their classes for nonpayment.

5. After completing the registration process, students will be able to purchase books from the PGCC bookstore (www.pgccbookstore.com), obtain a new sticker for the current semester for their PGCC Student ID, and have access to all College services.

6. Students will be able to register themselves for classes online through 11:59pm one week before the semester begins. After this time, students wishing to register for the first time or students wishing to make schedule adjustments to current courses will need to contact the Dual Enrollment Coordinator for assistance.

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