Prince George's Community College

Founded in 1958, Prince George's Community College began as an evening college, conducting classes at Suitland Senior High School for 185 students. In 1967, the college moved to its current location, situated on a beautiful 150-acre campus in Largo, and began offering day and evening programs to a student body of over 3,000. The college currently provides credit and non-credit courses on the main campus, as well as extension centers, to 37,000 students each year.

Accreditation
Maryland State Department of Education; Commission on Higher Education of the Middle States Association of Colleges and Secondary Schools; Technology Accreditation Commission of the Accreditation Board for Engineering and Technology; Maryland Board of Nursing; National League for Nursing Accreditation; Commission on Accreditation of Allied Health Programs; Joint Review Commission on Education in Radiologic Technology; Joint Review Commission on Educational Programs in Nuclear Medicine; Committee on Accreditation for Respiratory Care.

Fields of Study
The college offers 28 different curricula leading to the Associate of Arts degree, 4 leading to the Associate of Science degree, 6 leading to the Associate of Arts in Teaching degree, 19 leading to the Associate of Applied Science degree, 48 leading to a Certificate, and 14 leading to a Letter of Recognition. A listing of these curricula is included in this application packet.

Transfer Articulation Agreements
Credits earned at Prince George's Community College are recognized as transferable nationwide. Advisers can assist students in determining applicability/transferability to specific programs. The college has also obtained detailed transfer articulation agreements with many 4-year institutions with regard to specific programs.

Intercollegiate Athletics
Prince George's Community College is a member of the National Junior College Athletic Association (NJCAA) and the Maryland Junior College Athletic Conference (MD JCC). Twelve intercollegiate teams represent the college: men's soccer, women's soccer, men's cross country, women's cross country, men's indoor track, women's indoor track, men's outdoor track, women's outdoor track, men's basketball, women's basketball, men's baseball, women's softball. Call 301-322-0518 for more information.

Extracurricular Activities
The College Life Services program provides a wide range of extracurricular activities including student governance and leadership development, intramural sports, music and drama, cultural events and recreational activities. The college is nationally known for some of these events, including the Bluebird Blues Festival.

Important College Contacts

Advising and Transfer Services, B-124.....................301-322-0151
Admissions and Registration, B-126..........................301-322-0866
Cashier, B-120..........................................................301-322-0691
College Life Services, Largo Student Center..............301-322-0853
Financial Aid, B-121..................................................301-322-0822
General Information .........................................................301-322-0866
Recruitment, B-125 .......................................................301-322-0864
Student Assessment Services (Testing), B-100 .............301-322-0147
Veterans Services, B-124..............................................301-322-0820
Web Address .........................................................................................................................www.pgcc.edu
**Award of Transfer Credit**

Those wishing to transfer credits earned at other institutions must complete a “Request for Evaluation of Transfer Credit” form available in the Admissions & Records Office, and request former schools to send transcripts directly to the Admissions & Records Office. College transcripts are required of all health sciences applicants. Degree-seeking applicants must request former schools or colleges to forward official transcripts directly to the Admissions & Records Office at the college. Students who have not had their transcripts evaluated should have copies available for educational advisers to show that any course prerequisites have been met.

**Health Sciences Applicants**

Most Health Sciences programs have limited capacity and require special procedures for admission and initial enrollment. Students should contact the Advising Office in Bladen Hall, Room 124, to discuss these procedures with an Allied Health adviser.

**Information for Veterans**

Students receiving veterans’ educational benefits are required by the Department of Veterans Affairs to submit records from all prior colleges during the first semester of attendance. You must also present (in person) your legal identification to the Admissions & Records Office to determine benefits.

**Taking the Placement Tests**

**When are the Placement Tests given?**

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday–Thursday</td>
<td>8:30 a.m. to 6:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:30 a.m. to 3:00 p.m.</td>
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</tbody>
</table>

Limited testing hours are also available at the three extension sites. Call the site for more information.

For more information about the placement tests and Student Assessment Services (the testing center), go to [http://academic.pgcc.edu/sas/index.html](http://academic.pgcc.edu/sas/index.html)

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**Mailing Address for Applications & Transcripts**

**Admissions & Records Office**

Prince George’s Community College

301 Largo Road, Largo, MD 20774-2199

For office locations, visit the college’s Web site: www.pgcc.edu

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**Prince George’s Community College—At A Glance**

**Academic Policies, Procedures and Deadlines**

Every student is expected to know the college’s academic policies and procedures as they relate to student behavior. Students are also expected to know and abide by college deadlines related to semester enrollment, tuition payment and coursework withdrawal. Lack of awareness is not a valid reason for exceptions to be requested to a policy or to a deadline.

Every student should ask for a copy of the most current college catalog at the time of admission. All important policies and procedures are described there. Students should also get a copy of each semester’s schedule of classes, since deadlines and special procedures for each semester are published in the schedule. Both the catalog and the class schedules may also be viewed on the college’s Web site, [www.pgcc.edu](http://www.pgcc.edu).

**Library**

Accokeek Hall, the college’s Learning Resource Center, provides access to a wide variety of information resources, services, and technologies. The library collection consists of approximately 100,000 volumes, 800 periodical titles, and 12,000 audio-visual materials. The reference collection also includes many electronic databases. The library is a depository for Maryland government documents and provides access to state and national resources through interlibrary loan and the Internet.

**Honor’s Program**

The mission of the Honor’s Program is to promote the intellectual growth and enrichment of academically outstanding students. Admission is open to full- and part-time students. Students who complete 15 credits in Honor’s courses can apply for a Citation in Honor’s.
Steps to Enroll

First-Time Students
1. Complete an Application for Admission. While the college prefers that you do this online, you may certainly complete this document and submit it along with a check, money order, or credit card payment of the $25 nonrefundable application fee, to the Admissions and Records Office, Bladen Hall, Room 126, on the Largo campus. It may also be submitted to any of our other locations. Please complete ALL items on the application. And, if you are a recent high school graduate, have SAT/ACT scores and high school transcripts forwarded to the Admissions & Records Office as well.

2. Go online to complete the Free Application for Federal Student Aid (FAFSA) if you have not already done so. Be sure you list Prince George’s Community College as one of the institutions you wish to share your information with.

3. You will shortly receive an email from the college informing you of the creation of an account for you in Owl Link, the college’s online student system. Your Student ID number will be displayed on this email. That will be your ID number for all transactions at the college so it’s important that you remember it.

4. Go to Bladen Hall, Room 100, to take the mandatory Placement Tests for new students. You will be required to present a picture ID and sign in using your new Student ID number when you arrive. More information about the placement tests is shown below.

5. Sign up for the mandatory orientation session called Owl Success Track in order to obtain information vital to your success as a first-year student and to register for classes. You must sign up online following instructions that will be shared with you after you have taken your placement tests.

Students with Prior College Credit
1. Complete an Application for Admission. While the college prefers that you do this online, you may certainly complete this document and submit it along with a check, money order, or credit card payment of the $25 nonrefundable application fee, to the Admissions and Records Office, Bladen Hall, Room 126, on the Largo campus. It may also be submitted to any of our other locations. Please complete ALL items on the application.

2. Go online to complete the Free Application for Federal Student Aid (FAFSA) if you have not already done so. Be sure you list Prince George’s Community College as one of the institutions you wish to share your information with.

3. You will shortly receive an email from the college informing you of the creation of an account for you in Owl Link, the college’s online student system. Your Student ID number will be displayed on this email. That will be your ID number for all transactions at the college so it’s important that you remember it.

4. In order to receive transfer credit for coursework completed elsewhere, first complete a “Request for Evaluation of Transfer Credit” form, available online at and all college locations. Be sure to list ALL possible sources of transfer credit on this form. Then, it is your responsibility to contact all previous institutions and request that they send official transcripts to the address shown on this application form. Allow 6–8 weeks for the official evaluation to be completed and mailed to you after we have received transcripts from all institutions listed on the form.

5. In order to register for classes before the official evaluation of transfer credit is completed, bring unofficial transcripts or grade reports with you to see an academic adviser for your first registration.

6. Go to see an academic adviser for your first registration. They will be able to enroll you in classes based on their informal evaluation of your unofficial documents. Advisers are available at all college locations.

All Students
1. Register for classes for your first semester. Most students new to Prince George’s Community College will need to register in person. Online registration also may be possible.

2. Pay your tuition bill. Due dates for bills are published in the schedule of classes. But in most cases, the bill is due in full the same day you register. The college has a payment plan available to assist with payment. Approved financial aid also may be applied as payment.

3. Go to the library, to the Office of Admissions & Records, or to any of Prince George’s Community College First-Time Students

4. Go to the College Bookstore on the first floor of the Largo Student Center. You may also do this online at www.pgcccbookstore.com.

Veterans
If you plan to use veteran’s educational benefits while attending the college, please also visit the Veterans Services Office located within the Academic Advising Center in Bladen Hall, Room 124. Staff there will assist you with the process of activating your benefits. All credit programs at the college are approved for VA benefits.

Students with Disabilities
If you have a documented disability and are in need of assistance in order to take full advantage of the college’s classes, programs and services, contact the Disability Support Services Office at 301-322-0838 or TDD 301-322-0122. Or visit the office which is located within the Academic Advising Center in Bladen Hall, Room 124. Please contact the office prior to taking the placement test or registering for classes and at least one month prior to the start of a semester for accommodations to be arranged on time.

Go to www.pgccc.edu or consult a schedule of classes or catalog for hours of operation for the offices mentioned above.

Application for Admission

Prince George’s Community College
Office of Admissions & Records
301 Largo Road
Largo, Maryland 20774-3199

Check here if you have previously attended PGCC.

1. E-mail Address: ________________________________

2. Name: First Name: ____________________________

               MIDDLE NAME: ____________________________

               LAST NAME: ______________________________

               Jr./Sr./Hil: ________________________________

               Print/Other Last Name: ______________________

3. Social Security Number: ________________________

4. Legal Home Address: (Note: P.O. Box will not be accepted as a legal address.)

   Number and Street and Apt. #: ___________________

   City State Zip: ________________________________

5. How long have you lived in Prince George’s County?

   In Maryland?

   Number and Street and Apt. #: ___________________

   City State Zip: ________________________________

6. Mailing Address: (If same as legal address, write SAME.)

   Number and Street and Apt. #: ___________________

   City State Zip: ________________________________

7. Telephone Numbers:

   Home: Area Code: ____________________________

         Business: Area Code: ________________________

   Cell: Area Code: ______________________________

8. Date of Birth: (Example: September 14, 1981 would be 09 14 1981)

9. Place of Birth: (City= State= OR Country) ______

10. Sex: ☐ Male ☐ Female

11. Are you of Hispanic or Latino origin? ☐ Yes ☐ No

12. What is your race? Select one or more of the following categories.

   ☐ White

   ☐ Black or African American

   ☐ Asian

   ☐ American Indian or Alaska Native

   ☐ Native Hawaiian or Other Pacific Islander

13. Are you a U.S. Citizen? ☐ Yes ☐ No

   If No, Citizen of: (Country) ______________________

If your answer to question 13 is No, indicate the type of visa you hold and provide proof to the Admissions & Records Office. Failure to provide documentation will automatically result in being considered out-of-state tuition. Students holding seeking F-1 status may not use this application, but must instead submit an Application for Admission for International (F-1) Students.

1. Permanent resident immigrant or refugee #: __________

2. Visa category: (such as H-1, F-1, etc.) __________
14. Military Status: (check one) ☐ Active-Duty Military ☐ Veteran and/or Reserve/ Guard ☐ Non-military

15. Check One: ☐ 1. Have or will have a high school diploma prior to admittance. ☐ 3. Have a GED (equivalency certificate).
☐ 2. Not a H.S. graduate (not attending high school). ☐ 4. Wish to be a concurrent high school student.

16. Date graduated or expect to graduate from high school or obtain GED: month ___ year ___

17. High school you have (or will have) graduated from (OR agency of GED):

18. When do you plan to enter (or re-enter) Prince George’s Community College?
Year: ___ Term: 1. Spring 2. Summer I (June) 3. Summer II (July) 4. Fall

19. Enter Program Code from next page (see Application Instructions):

20. Please indicate what you hope to achieve at Prince George’s Community College (choose one):
☐ 1. Take courses without working toward a degree or certificate
☐ 2. Certificate from PGCOC
☐ 3. Take courses and transfer to another college without earning an award from PGCOC

21. Please indicate which statement most closely corresponds to your primary reason for attending Prince George’s Community College (choose one):
☐ 1. Exploration of new academic areas
☐ 2. Preparation for immediate employment
☐ 3. Preparation for transfer to another institution
☐ 4. To update skills for a job currently held
☐ 5. For personal interest and self-enrichment
☐ 6. Other

22. Has either your mother or father earned a bachelor’s degree or higher? ☐ Yes ☐ No


24. Have you previously attended a college other than Prince George’s Community College?
☐ No ☐ Yes If YES, list below, with most recent school first.

<table>
<thead>
<tr>
<th>Most recent university or college:</th>
<th>City &amp; State</th>
</tr>
</thead>
<tbody>
<tr>
<td>most recent university or college:</td>
<td>City &amp; State</td>
</tr>
<tr>
<td>Previous university or college:</td>
<td>City &amp; State</td>
</tr>
</tbody>
</table>

| Highest degree attained at above school(s): | |

25. Please re-check your answers, then read the statement below and affix your signature and the date.
I am aware that I must meet college requirements before I am considered for admission. I certify that the information recorded on this application is correct. If in the future I change my residence, I understand that it is my responsibility to notify the Office of Admissions & Records at Prince George’s Community College and to provide them with my correct address. If I am accepted, I agree to abide by the rules, regulations, and policies of Prince George’s Community College as presently reflected and/or hereinafter enacted, including the policies and regulations concerning the use of drugs or alcohol. I understand that the unlawful use of drugs or alcohol will subject me to the penalties contained in these policies and regulations. Copies of the college’s Drug and Alcohol Abuse Program are available from the college’s Health Education Center in Bladen Hall, or by calling 301-322-0843.

Your Signature (Absence of a signature invalidates this application.) Date ___________