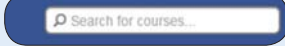


Steps to Register

Login to your Owl Link account and get started.

1. Go to <https://webadvisor.pgcc.edu>
2. From the Owl Link screen, select “Log In” and *log-In* with your username and password.
3. Select “Credit Students” or “Workforce Dev & Continuing Educ” depending on your classification
4. On the lower, right-hand side of your screen, under the label “My Credit Academic Records” select “Student Planning”
5. To register for your first class, *input* your course number into the “Search for courses...” box (ie: dvm0031)—No spaces or hyphens.

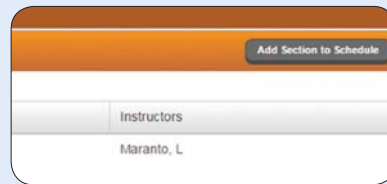


Complete steps 6–8 for all the classes you wish to register for.

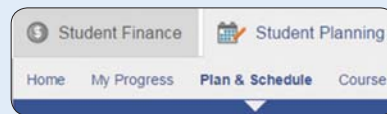
6. Select “View Available Sections...” This screen will show you different locations, times, and days.

> View Available Sections for DVM-0031

7. When choosing your class, You will see online classes, main campus classes, and extension center classes—so *be mindful* of location and the start date when registering. Once you have found your desired class and section, select “Add Section to Schedule”

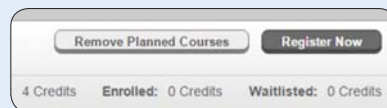


8. Once you have scheduled all of your classes, in the top left hand corner of your screen, select “Plan & Schedule”



Review, Register, and Print.

9. You should now see all of the classes that you have added to your schedule. Take this time to *review* your calendar and see if any classes overlap.
10. Once you have the desired schedule, select “Register Now” All classes that you are successfully registered for will turn green!
11. *Print* out your schedule.



Viewing and Printing your Bill

Login to your Owl Link account.

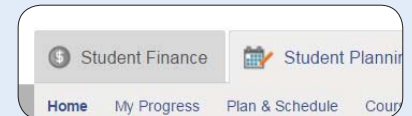
1. Go to www.pgcc.edu
2. Click on the word “OWL LINK” upper left
3. From the Owl Link screen, select “Log In” and *log-In* with your username and password.

Accessing your Records

4. On the lower, right-hand side of your screen, under the label “My Credit Academic Records” select “Student Planning”



5. Select the “Student Finance” tab, upper left.



6. Beneath the “Student Finance” tab you have four sub-selections:

- Make A Payment
- Account Activity
- Pay for Registration
- Registration Activity



7. To make a payment, select “Make A Payment” or click on the gray “View Statement” button, far right, to *view* your statement.



8. You should now *see* all your current statements. *Review* your statements to ensure your bill reflects an accurate amount—depending on your status as: in-county, out-of-county, or out-of-state.

9. *Print* out your statement.