**Welcome to the dual enrollment program at Prince George's Community College!** PGCC provides a convenient online registration process using DualEnroll.com. Here's how to complete the High School Counselor’s tasks associated with student registrations.

You will receive an email notification when a task has been assigned to you. Click on the blue link in the email to log into the system. **Be sure to check your Junk/SPAM folder if you are not receiving emails.**

You can also **login directly** by going to the URL listed below and entering your login credentials: [https://pgcc.dualenroll.com](https://pgcc.dualenroll.com)

Click on the **Student tab** at the top of your dashboard to access the list of students who have initiated registrations with the system.

The toolbar at the top of the student list allows you to search, filter, and batch process. Tasks assigned to you will be highlighted in yellow and at the top of the list. **Term** can be used to narrow the search to a specific term, or you can select **All Active Terms** to see all active registrations. Use the **Counselor** drop down to select a specific counselor or **All Counselors** to get a list of all registrations with an open High School step.

The HS Counselor is responsible for the **Counselor Approval** task for every student and the **Upload Transcripts** task for those students who have not been pre-approved. These steps can be completed individually by clicking on the link highlighted in yellow.

**Batch Process** allows you to complete a group of registrations assigned to the same task/step – all at once (as opposed to individually).

To activate batch process, change the **Step** filter to the step you wish to complete. Then click on **Complete in Batch Mode** from the **Step Actions** drop down list.

You can now scroll through all students listed with a check mark under that step. Perform the required action needed to complete the step and click on **Complete Step** when done.
High School Registration Tasks

High School: Upload Transcript

For students who have not been pre-approved, the high school will be given the step to upload the student’s transcript. Click on the Upload Transcript link.

Click on the Choose file button, find the file to be uploaded and click on the open button. Click on COMPLETE STEP when done.

Counselor: Approval

After the college has verified the student has qualifying test scores, the high school counselor must approve each registration. Click on the Counselor Approval link under the Steps column or to approve multiple registrations at once, activate Batch mode (select the approval step on the search bar and complete in batch mode under Step Actions).

Click to Approve or Decline, each registration. Declined registrations will receive a dropdown reason box; select the required decline reason.

Click on COMPLETE STEP when done.
Any HS counselor can complete any student task assigned to any counselor. The thought is they can approve students whose counselor is out/not available. To see all, or another counselors tasks, they just need to change the counselor field on their search bar.

All counselors can also change a students default counselor. If they click on the students name from the list of students under their students tab, they can then click on High school under the profile options menu. They will then get a drop down list of available HS counselors.