Program Coordinator Registration Tasks

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 Program Coordinator’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 using 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 **High School** drop down to select a specific High School or **Courses** if you just want to see registration for a specific course.

The Program Coordinator is responsible for the **Program Coordinator Approval** task for every student’s registration where a Program Coordinator was assigned by the college. This 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.
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Program Coordinator: Approval

After the high school counselor has approved a registration and the college has already selected the registration needs approval from a program coordinator, you will be assigned an approval step. Click on the Program Coordinator 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. Selecting to decline a registration will produce a dropdown reason box; select the required decline reason. Click on COMPLETE STEP when done.

If declined, the student and their parent will receive an email, with the selected reason, letting them know the registration has been declined.