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 register for your PGCC course(s).

First Time Students - Create an Account

You can register by computer or right on your smartphone by entering https://pgcc.dualenroll.com/login and using the link to create a new account.

Complete the New Student Registration form to create your account. Provide all information including a login name and password. All fields marked with a red asterisk (*) are required. You must provide either an email account or cell phone number to create the account. If a cell phone is used, standard text message rates apply.

Once you click REGISTER, you’ll receive either a text message with an activation code or an email with a link to confirm your account. You must confirm your account before you can proceed with the registration. If using email, be sure to check your junk and spam folders for the email.

PGCC has a six-step enrollment process:

Step 1: Admissions Application
Complete all required fields marked with an asterisk. Click on NEXT when complete.

Step 2: Agree to Terms and Conditions
Click check box to accept terms.

Step 3: FERPA
Enter parent contact information

Step 4: Parent/Guardian Notification
Enter parent contact information

Step 5: Orientation
PGCC requires online orientation

Step 6: High School Counselor
Select your guidance counselor from the dropdown list box.

Click Finish when complete.

Your account is now ready for use and you can begin registering for courses.
Student Course Registration

If you've forgotten your username or password, we have you covered. You can retrieve your username and/or reset your password using the link on the login screen. You can also enter a Help Desk ticket by clicking the red Help Desk button in the upper right corner of the screen.

Register for Course(s):
Once you are logged into your account, click on the Courses tab to review the list of available courses.

The course finder shows you which PGCC courses are being offered for your school. Use any of the filtering options on the left to narrow down your search. Click on the course name to see a detailed class description and available sections.

When you've made your decision on a course and section, click the REGISTER button to start the registration process. If the course you have selected has prerequisites, you will be prompted to continue with the registration if the prerequisites are met or to choose a different course.

Your part of the registration is done for now. You may choose to: select another course, view registration status, or logout.

You will receive an email from PGCC letting you know if they need additional test scores, when your registration is complete, and reminding you about the required PGCC orientation.

Parent Contact Information:
Your parent/guardian will receive an email notification to complete the online consent form for each course.

If needed, you can click on the Change Contact link to change your parent contact information or click on the Resend link to resend the parent email notification.
Student Course Registration

**Student: Provide Test Scores**

If the college requires additional test scores from you, you will receive an email notifying you. You can access the system through the link in the email or by using the PGCC dualenroll.com URL (https://pgcc.dualenroll.com/login).

Click on the **Choose File** button, enter the name of your test scores document and click on **Open**.

You will now see the test scores document listed in the document section. Click on **Complete Step**.

**Student Drop course**

PGCC allows students to drop completed course registrations during the term’s defined drop window. If you are within the allowed drop dates, you will see a drop link under the Steps column for all completed registrations. Simple click on the blue underlined **Drop** link and then click on the OK button from the popup message box to drop the course.

An email will be sent to your counselor and your registration status will be changed to **Drop Complete**.
Parent Consent

Once your student initiates the registration process, you will receive ongoing email notifications. The email notifications will either provide you with an update on the status OR request consent for a given course. Note, sometimes the email notifications are delivered to your JUNK or SPAM folder – check these folders for the notifications.

The email notification for consent will include an active link to access the online form. Simply click on the link to access the online consent form.

Provide your electronic signature by entering your first and last name in the box provided. This signifies that you accept responsibility for all tuition, fees, and fines that may be incurred related to your student’s enrollment at PGCC.

Click COMPLETE STEP.