Steps to Register

Login to your Owl Link account and get started.

1. **Go to** [https://webadvisor.pgcc.edu](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.
6. **Select “View Available Sections...”** This screen will show you different locations, times, and days.
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”**

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

9. **Review, Register, and Print.**

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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](http://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.