

Prince George's Community College Dual Enrollment Course Registration Overview

Activate Your Owl Link Account

Owl Link is PGCC's web tool for students. Please follow the instructions below to get started with Owl Link. You will need your PGCC ID number to activate your account. It was emailed to you after you completed the online application.

1. Go to www.pgcc.edu
2. Click "Owl Link" at the top of the screen
3. Click "I'm New to Owl Link" and follow the prompts to activate your account

For assistance with Owl Link, please contact the Help Desk at (301) 546-0637 or visit them in Bladen Hall room 106.

Complete your Course Registration

1. Click the blue "Credit Students" menu in Owl Link
2. Click "Student Planning" and follow the registration instructions on the "Steps to Register" handout

You must be registered for Spring 2018 courses by Monday, January 8, 2018.

Make Your Payment Arrangements

As soon as you have registered for your courses, you must view your bill and make your payment arrangements.

1. From Student Planning, click "View Statement," or click the bank icon on the left and select an option under "Student Finance." From the Credit Students menu in Owl Link, click "View Account and Make Payments."
2. Follow the payment instructions on the "Steps to Register" handout.

You should see the dual enrollment sponsorship on your account. The remaining balance on your bill is the total balance for which you are responsible.

For Spring 2018 courses, payment arrangements must be made by January 9, 2018.

Failure to make payment arrangements by the deadlines will result in the student being dropped from the course.

If you have questions concerning your bill, please contact the Office of Student Accounts at (301) 546-0688.

Sample bill:

Description	Amount	
Balance Forward (08/22/15)	0.00	The cost of fees is calculated as follows: Registration fee--\$25 per semester Instructional services fee--\$48 per credit Cost of textbooks varies by course, available at www.pgccbookstore.com
Term Charges	475.00	
TOTAL CHARGES	475.00	PGCPS will pay tuition for all students dually enrolled in qualified courses at any Maryland public college or university. You are responsible for the cost of fees and textbooks, unless you are eligible for free and reduced meals as indicated in SchoolMax.
Cash, Check & Credit Card Payments	0.00	
Financial Aid Transmitted	0.00	
Financial Aid Remaining	0.00	
Amounts Billed to Sponsors	315.00-	
Amounts Paid by Deposits	0.00	
Due from Payment Plans	0.00	
Other Payments	0.00	
TOTAL AMOUNT DUE FROM STUDENT TODAY	160.00	

Payment options include:

- In person at the Cashier's Office (Bladen Hall room 120 on the Largo Campus, open M-Th 8:30am-8:00pm and F 8:30am-5:00pm) using cash, personal check, money order, or credit cards— MasterCard, Discover or Visa
- By mail with a check or money order
- Online through the college's website (www.pgcc.edu) linking to Owl Link
- By use of the college's authorized payment plan, NBS/FACTS, also available online through Owl Link

Further information is available on the "Paying For College" page at www.pgcc.edu.

New Students: Attend Dual Enrollment New Student Orientation

New dual enrollment students are required to attend orientation at PGCC on January 16, 17, or 18, 2018 at 6:30pm in the Community Rooms in the Largo Student Center building. RSVP by sending an email to MDCompletionAct@pgcc.edu.

Visit www.pgcc.edu/go/highschool for further instructions and resources. Contact MDCompletionAct@pgcc.edu if you have additional questions.