## Concurrent Enrollment Steps

**Beginning July 23rd, 2015**

<table>
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<th>Step</th>
<th>Details</th>
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<tr>
<td>1. Complete online application</td>
<td>- Available at <a href="http://www.pgcc.edu">www.pgcc.edu</a>&lt;br&gt;- Pay $25 application fee&lt;br&gt;- Select “Concurrent Enrollment” for Program</td>
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<tr>
<td>2. Take the placement test</td>
<td>- Take the Accuplacer/Michigan Test at the Testing Center at PGCC’s Largo campus&lt;br&gt;- Alternatively, follow procedures for documenting SAT/ACT scores or CLEP credits</td>
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<td>3. Complete concurrent enrollment form</td>
<td>- Meet with high school guidance counselor or home school administrator to complete the form</td>
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<tr>
<td>4. Complete SOAR online</td>
<td>- Complete PGCC’s online orientation available at <a href="http://scripts.pgcc.edu/~tutorials2/Tutorials/OwlSuccessTrack/Owl_Success_Track/index.html">http://scripts.pgcc.edu/~tutorials2/Tutorials/OwlSuccessTrack/Owl_Success_Track/index.html</a>&lt;br&gt;- The SOAR certificate will need to be turned in to PGCC with the concurrent enrollment form</td>
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<td>5. Meet with the PGCC Dual Enrollment Coordinator</td>
<td>- Make an appointment and meet with the PGC Dual Enrollment Coordinator at the Largo campus&lt;br&gt;- If needed, make an appointment to meet with a PGCC Academic Advisor</td>
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<td>6. Register for classes</td>
<td>- After meeting with the PGCC Dual Enrollment Coordinator and receiving approval, register for approved classes on concurrent enrollment form online through Owl Link at <a href="http://www.pgcc.edu">www.pgcc.edu</a></td>
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<tr>
<td>7. View and pay bill</td>
<td>- View bill online through Owl Link&lt;br&gt;- Pay bill online, in-person at the Cashier’s Office at the Largo campus, or set up a payment plan by 11:59pm on the date of registration</td>
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<td>8. Obtain PGCC student ID and purchase textbooks</td>
<td>- Bring a photo ID and a copy of the paid bill to any campus location to obtain a PGCC student ID&lt;br&gt;- Purchase textbooks, information available at the Largo campus bookstore or <a href="http://www.pgccbookstore.com">www.pgccbookstore.com</a></td>
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<tr>
<td>9. Late registration (if necessary)</td>
<td>- After 11:59pm on Sunday August 16th, students wishing to register for the first time or students wishing to make schedule adjustments to current courses will need to contact Caitlin Virta for assistance</td>
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<tr>
<td>10. Attend orientation</td>
<td>- Attend a concurrent enrollment orientation on Thursday August 20th at 6:30pm, in Rennie Forum in the Largo Student Center</td>
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</table>
Concurrent Enrollment
Prince George’s County Private and Home School Students

Enrollment Process—Beginning July 23rd, 2015:

1. Student will complete online application for Prince George’s Community College and pay the $25 application fee. The student should select “Concurrent Enrollment” for the Program.

2. The Accuplacer/Michigan test will be administered for Concurrent students at the College. Only students who have applied and have a PGCC ID number will be eligible to test.

3. Student will complete the Concurrent Enrollment Form with their high school counselor or homeschool administrator*.
   - Student will meet with their counselor or homeschool administrator* for course approval and to ensure eligibility.
   - Concurrent enrollment students may take courses in one or more of the following modalities:
     - Traditional, face-to-face in 5 to 15 week formats
     - Hybrid, which combines face-to-face and online, in 5 to 15 week formats
     - Online, after a student has successfully earned 6 credits at PGCC with a GPA of 2.5
   - Concurrent enrollment students may not take courses offered in the Weekender format
   - Developmental (remedial) courses may not be taken.
   - Each school will provide their students with direction on how they will approve dual credit, including what documentation the student will need to provide to receive dual credit.

4. Student will complete PGCC’s online orientation SOAR. Available at:
   [http://scripts.pgcc.edu/~tutorials2/Tutorials/OwlSuccessTrack/Owl_Success_Track/index.html](http://scripts.pgcc.edu/~tutorials2/Tutorials/OwlSuccessTrack/Owl_Success_Track/index.html)

5. Once the Concurrent Enrollment Form is complete with course selection(s), student will make an appointment with the PGCC Dual Enrollment Coordinator to turn in an application packet as well as ensure correct courses are chosen based on test score eligibility.
   - Complete packets will include a high school transcript (or equivalent document to show at least a 2.5 cumulative GPA), test scores, SOAR certificate and Concurrent Enrollment form.

6. Immediately following the appointment and after course approval from the PGCC Dual Enrollment Coordinator, students will register themselves using Owl Link.

7. Students will be able to view and pay their bill immediately through Owl Link. Students may pay online, in-person at the Cashier’s Office, or set up a payment plan. Students must pay their bill by 11:59pm on the day of registration, or they will be dropped from their classes for nonpayment.

8. After completing the registration process, students will be able to purchase books from the PGCC bookstore, obtain a PGCC Student ID, and have access to all College services.

9. Students will be able to register themselves for classes online through Sunday August 16th at 11:59pm. After this time, students wishing to register for the first time or students wishing to make schedule adjustments to current courses will need to contact the Dual Enrollment Coordinator for assistance.

10. Students will attend a concurrent enrollment orientation on Thursday August 20th at 6:30pm, in Rennie Forum in the Largo Student Center.

*Homeschool administrators may include: counselor, parent/guardian or umbrella coordinator.
Eligibility Criteria:

- Minimum 2.5 cumulative grade point average at your high school and in good academic standing at Prince George’s Community College
- 11th or 12th grade on the first day of the college class. Also applies to students who are rising 11th and 12th graders during the summer session
- Minimum score on at least one of the assessments listed below
  - Accuplacer: Reading | 79+  Sentence Skills | 90+  College-Level Math | 45+ AND Elementary Algebra | 82+
  - SAT | 550+ (in one of the following areas: Critical Reading, Writing, and/or Mathematics)
  - ACT | 21+ (in one of the following areas: Critical Reading, Writing, and/or Mathematics)
  - CLEP:
    - English:
      - College Composition Modular | 51+ AND
      - Analysis/Interpretation of Literature | 51+
      - These exams will count as EGL-1010 and EGL-1020 (6 credits of English).
    - Math:
      - College Algebra | 49+ AND
      - Trigonometry | 50+
      - These exams will count as MAT-1350 and MAT-1360 (7 credits of Math).

- Developmental (remedial) courses may not be taken for the Concurrent Enrollment program.

Required Documents:

- Completed Prince George’s Community College Admissions Application
  - Indicate Concurrent Enrollment for Program Code
- Completed Concurrent Enrollment Form
  - Signed by Student, Parent, Counselor and Principal or home school administrator
  - Include COURSE, SECTION NUMBER, and SYNONYM NUMBER (Example: MAT-1350 LD06 83597)
  - Indicate an alternate section in case first section is full
- Copy of Accuplacer, SAT, or ACT Test Scores, or CLEP credits
- Copy of SOAR Certificate
  - SOAR can be completed online by visiting SOAR Online or by entering the URL below
    http://scripts.pgcc.edu/~tutorials2/Tutorials/OwlSuccessTrack/Owl_Success_Track/index.html
- High School Transcript

Coordinator Contact Information

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