

CONCURRENT ENROLLMENT

Enrollment Steps and Checklist



PRINCE GEORGE'S
COMMUNITY COLLEGE
Transforming lives.

Name	
PGCC Student ID Number	Private High School or Home School Name
Counselor/Home School Administrator Name	

ELIGIBILITY CRITERIA

- Have a 2.5 cumulative grade point average at your high school and be in good academic standing at Prince George's Community College
- Be in the 11th or 12th grade on the first day of the college course
Also applies to students who are rising 11th and 12th graders during the summer session
- Minimum score on at least one of the assessment tests listed below:
 - > Accuplacer
 - Reading | 79+
 - Sentence Skills | 90+
 - College Level Math | 45+ **AND** Elementary Algebra | 82+
 - > SAT
 - Evidence-Based Reading and Writing | 480+
 - Mathematics | 530+
 - > ACT | 21+ (in one of the following areas: Critical Reading, Writing, and/or Mathematics)

REQUIRED DOCUMENTS

- Completed Prince George's Community College's Online Admissions Application
 - > Indicate **Concurrent Enrollment** for Application Type
 - > Student will receive a confirmation email
- Completed Concurrent Enrollment Form
 - > Signed by Student, Parent, Counselor and Principal
 - > Include COURSE, SECTION NUMBER, and SYNONYM NUMBER (*Example: MAT-1350 LD06 83597*)
 - > Indicate an alternate section in case first section is full
- High School Transcript
- Copy of Accuplacer, SAT, or ACT Test Scores
- Copy of SOAR Certificate for Prince George's Community College's Student Orientation, Advising and Registration (SOAR)
SOAR Online can be completed by visiting : www.pgcc.edu/go/SOARonline

ENROLLMENT STEPS—NEW STUDENTS

- Apply for admission at www.pgcc.edu for a fee of \$25
 - > Select “Concurrent Enrollment” for Application Type
- Take the Placement Test
 - > Take the Accuplacer Test on campus
 - > Alternatively, follow procedures to submit SAT/ACT scores or CLEP credit
- Complete Student Orientation, Advising, and Registration (SOAR) tutorial online
 - > Available at www.pgcc.edu/go/SOARonline
 - > Print a copy of the completion certificate
- Meet with the Dual/Concurrent/D2D Advisor, if needed
 - > Schedule an appointment through Owl Link to speak with the Dual/Concurrent/D2D Advisor for advisement on degree and/or certificate requirements
- Complete the Concurrent Enrollment Form
 - > 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 with a cumulative GPA of 2.5 at PGCC
 - > Students may not take developmental courses or courses offered in the “weekender” format
 - > Award of dual credit is left to the discretion of the high school/homeschool
- Meet with the PGCC Dual Enrollment Program Manager
 - > Schedule an appointment to meet with the Dual Enrollment Program Manager to submit the required documents and receive course approval
- Register for approved courses online through Owl Link
- View and pay bill
 - > View and pay bill online through Owl Link, in-person at the Cashier’s Office at the Largo campus or University Town Center campus (no cash accepted at UTC), or set up a payment plan online through Owl Link in accordance with current billing policies and deadlines
- Obtain PGCC student ID and purchase textbooks
 - > Bring a current photo ID and a copy of the paid bill to any campus location to obtain a PGCC student ID
 - > Textbook information available at campus bookstores or www.pgccbookstore.com
- Late registration, if needed
 - > Self-registration will end at 11:59pm one week before the semester begins, please contact the Dual Enrollment Program Manager for assistance
- Attend Concurrent Enrollment orientation
 - > Event details will be provided during the meeting with Dual Enrollment Program Manager

ENROLLMENT STEPS—RETURNING STUDENTS

- Meet with a PGCC Advisor, if needed
- Submit completed Concurrent Enrollment Form to the Dual Enrollment Program Manager via email or in-person
- Register for approved courses, view and pay bill, obtain a PGCC student ID sticker for the current semester and purchase textbooks

CONTACT INFORMATION

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