Owl Link empowers you, as a student at Prince George’s Community College, to access important online services. This Information Guide will explain course identifications and show you how to access Owl Link, use Owl Link to register for courses, manage your waitlist, and pay for courses.

E-mail Address Required to Access Owl Link
To access Owl Link, you must be a student at Prince George’s Community College and have submitted your current, active e-mail address to the college. The college will e-mail your User ID and temporary password to the e-mail address you submitted.

If you are a current student and have not received a User ID and temporary password, you may apply for one. To protect your privacy, you must provide your e-mail address in person at the Advising or Admissions & Records Offices located in Bladen Hall on the Largo campus, or at the college offices at University Town Center, Laurel College Center, or Andrews Air Force Base. You may be asked to show photo identification and complete an information card.
Understanding Course Identifications

Credit courses are identified by

1) course
2) title
3) section designator
4) synonym

Example—ART-1560 Photography I  LD02 00185

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Section Designator</th>
<th>Synonym</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART-1560</td>
<td>Photography I</td>
<td>LD02</td>
<td>00185</td>
</tr>
</tbody>
</table>
Course
Credit courses are listed in the college catalog and schedules by course and then by title. Each course has three letters and four digits.
Example: ART-1560
   ART = subject
   1560 = course number

Title
The title further identifies the course.
Example: Photography I

Section Designator
The section designator consists of two letters and a two-digit number. Example: LD02. The two letters define when, where, or how that section of a particular course is offered. The two-digit number indicates the section of the course being offered. In the Photography I example, the section designator, LD02, means that the course is taught at Largo during the day and is section two. See the list of section designators on the right.

Synonym
A synonym is a five-digit number that is unique to the course section. The synonym for the Photography I example is 00185.

<table>
<thead>
<tr>
<th>Section Designator Letters</th>
<th>What the Section Designator Letters Mean</th>
</tr>
</thead>
<tbody>
<tr>
<td>DL</td>
<td>Distance Learning section</td>
</tr>
<tr>
<td>HY</td>
<td>Hybrid section includes both classroom and online teaching</td>
</tr>
<tr>
<td>IN</td>
<td>Independent study</td>
</tr>
<tr>
<td>LD</td>
<td>Largo campus Day section</td>
</tr>
<tr>
<td>LE</td>
<td>Largo campus Evening section</td>
</tr>
<tr>
<td>LS</td>
<td>Largo campus Saturday section</td>
</tr>
<tr>
<td>LU</td>
<td>Largo campus Sunday section</td>
</tr>
<tr>
<td>LW</td>
<td>Largo campus Weekend section*</td>
</tr>
<tr>
<td>TV</td>
<td>Television or Telecredit</td>
</tr>
<tr>
<td>XD</td>
<td>Extension center Day section</td>
</tr>
<tr>
<td>XE</td>
<td>Extension center Evening section</td>
</tr>
<tr>
<td>XS</td>
<td>Extension center Saturday section</td>
</tr>
<tr>
<td>XU</td>
<td>Extension center Sunday section</td>
</tr>
<tr>
<td>XW</td>
<td>Extension center Weekend section*</td>
</tr>
</tbody>
</table>

*Weekend = Friday night and all day Saturday
Welcome Guest!

Select your point of entry from the options to the right.

To access Blackboard, click on the icon below.
Gathering Helpful Materials
The following materials will be helpful to have while registering through Owl Link:

• **Unofficial Transcript**
  You may print an unofficial transcript that lists the courses you have taken at PGCC or transferred in *(see page 7).*

• **College Catalog**
  *for the year that you began your program of study*
  Catalogs are available at www.pgcc.edu: click Quicklinks, then College Catalog. The catalog lists all of the courses needed for your program of study.

• **Schedule of Credit Classes**
  *for the semester in which you want to register*
  The Schedule of Credit Classes is available at www.pgcc.edu: click Quicklinks, then Course Schedules. The Credit Schedule lists all the classes offered in a particular semester.

You may get the current catalog and the Schedule of Credit Classes at these college locations—Largo, Laurel College Center, University Town Center, and Andrews Air Force Base.

Accessing Owl Link
1. Go to www.pgcc.edu
2. Click on the Quicklinks drop down menu and select Owl Link.
3. Select **Credit Students** from the list of options on the Main Menu.
4. Click the Log In tab.
5. Log in using the User ID and temporary password that the college e-mailed to you.
6. Change your password and include a password hint. *(First time login only.)* Click Submit.

If the log in process did not work for you, click on the Login Tutorial on the right-hand side of the log in screen and follow the directions.

This information guide is available electronically by clicking on “Owl Link Student Information Guide” located on the Main Menu under the words “Main Menu.”
Registering for Course Sections

1. From the Main Menu, select Credit Students as your point of entry.
2. Log in.
3. On the Credit Students Menu under Registration, click on Register for Sections (figure 2, page 6), then click on Search and register for sections (figure 3, page 8).
4. On the Search/Register for Sections window (figure 4, page 8),
   • for Term, select the term for which you are registering from the drop down menu. Example: Spring 2009 Semester
   • under Subject select the subject from the drop down menu.
   • under Course Level if you do not know the course number select
     1000 for freshman or first year courses
     2000 for sophomore or second year courses
     Basic Course Work for developmental courses

Printing an Unofficial Transcript

If you do not need an unofficial transcript, go to the next column on this page—Registering for Course Sections.
If you are not certain what courses you have taken, print an unofficial transcript for a list of all the courses you have taken and the grades you received. It also lists the courses that you are currently taking and courses transferred in from other colleges.

Steps for printing an unofficial transcript.
1. After you log in to Owl Link, click on the Students Menu tab.
2. Under Academic Profile, click on Transcript.
3. From the Transcript Type, select UG Undergraduate.
4. Click Submit.
5. Print your unofficial transcript using the print function on the tool bar of your computer.
6. Click OK.
   (Returns you to the Credit Students Menu page.)
Figure 3

Owl Link and You

Figure 4

Spring 2009 Semester

Click for Payment Due Dates or Credit Course Schedule

Term  Spring 2009 Semester

Course Title Keyword(s)

Location  PGCC Largo Campus  Academic Level

Instructor's Last Name

SUBMIT
Registering for Course Sections continued from page 7

- under **Course Number**, enter the course number if you know it.  
  *If you enter the course number, leave **Course Level** blank.*

Narrow your search by doing any or all of the following:
- Click the days of the week you prefer to attend.
- Select the **Location** that is most convenient for you from the drop down menu.
- Type in the last name of a professor.

6. Click **Submit**.

If you do not get the results that you expected, you may have narrowed your search too much. Expand your search by removing some of the choices you made.

7. On the **Section Selection Results** screen (*figure 5, page 10*), under **Select**, check the box for each course section you want. Review your selections. Click **Submit**.

8. On the **Add and/or Drop Sections** screen (*figure 7, page 12*), choose an action from the drop down **Action** list for each section. You have four Action choices for each section:
   - RG Register—registers you for the section
   - AU Audit—registers you to be in the section but you will not earn college credit
   - RM Remove from list—removes the section from your choices
   - WL Waitlist—puts your name on a waitlist for the next available seat in a section that is currently full.

9. Click **Submit** and view the **Registration Results** screen to see the course section(s) in which you are registered or waitlisted. Click **OK**.

You are now registered.
Figure 5

Figure 6
Using Express Registration

Use this option if you know the synonym of the course you want to take.

1. From the Main Menu, select Credit Students as your point of entry.
2. Log in.
3. On the Credit Students Menu under Registration, click on Register for Sections (figure 2, page 6), then click on Express Registration (figure 3, page 8).
4. Type in the synonym (figure 6, page 10).
5. Click Submit.

Waitlisting

If you are trying to register for a course section that is full, you may choose the Waitlist action.

Being on a waitlist allows you the possibility of registering for a specific course section if a seat becomes available.

You can not waitlist for more than one section of a particular course.

You can enroll in one section and still be on a waitlist for another section of the same course.

If you are on a waitlist, you must check your e-mail every day so that you do not miss the availability notice. Notices of available seats are e-mailed automatically each night. You have 24 hours from the time the notice was e-mailed to you to enroll in the section. If you do not enroll in the section, your name will be dropped from the waitlist and the seat will be offered to the next person.

When you receive an e-mail notice that a seat is available—

- Log in to Owl Link.
- Under Registration, click on Manage My Waitlist. From the Action drop down list select Register to enroll in the section. If you select Audit, you will have to pay for the section, but you will not receive college credit for it.
- After you register for the section, you have until the next payment due date to pay.
- If you do not want to register for the available seat, then select “Remove” from the Action drop down list.

Waitlisting continued on page 13
# Add and/or Drop Sections

Click for Payment Due Dates or Credit Course Schedule

Name: Kathy A. Smith

### Action for ALL Pref. Sections (or choose below)

<table>
<thead>
<tr>
<th>Action</th>
<th>Term</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Available/Capacity/Waitlist</th>
<th>Credits</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Spring 2009 Semester</td>
<td>ACC-1010-LD04 (03679) Principles of Accounting I</td>
<td>PGCC Largo Campus</td>
<td>01/22/2009–05/12/2009 Lecture Tuesday, Thursday 09:30AM–11:20AM, Bladen Hall, Room 223</td>
<td>To be Announced</td>
<td>30/35/0</td>
<td>4.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spring 2009 Semester</td>
<td>ART-1560-LD02 (06781) Photography I</td>
<td>PGCC Largo Campus</td>
<td>01/22/2009–05/12/2009 Laboratory Tuesday, Thursday 03:30PM–06:15PM, Marlboro Hall, Room 1004</td>
<td>To be Announced</td>
<td>10/20/0</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spring 2009 Semester</td>
<td>CIS-1800-LD01 (04037) Intro to Internet and Web Tech</td>
<td>PGCC Largo Campus</td>
<td>01/26/2009–05/13/2009 Lecture Monday, Wednesday 12:00PM–01:40PM, Center for Advanced Technology, Room 213</td>
<td>To be Announced</td>
<td>21/24/0</td>
<td>3.00</td>
<td></td>
</tr>
</tbody>
</table>
Waitlisting continued from page 11

- After you register for the available seat in the waitlisted section, **if you previously had registered for another section of the same course, drop the section you no longer want—otherwise, you will be enrolled in two sections and have to pay for both of them.**

To drop the unwanted section—

In Manage My Waitlist, click on the Drop box for the unwanted section. Click Submit.

On the Registration Results screen you will see the sections in which you are either registered or still waitlisted.

If you do not respond to the seat-available e-mail message in time to register for it, your name will be dropped from the waitlist. You can put your name back on the waitlist, but it will go to the bottom of the waitlist.

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**Printing Your Schedule**

1. On the Credit Students Menu under Academic Profile, click on My Class Schedule.
2. Choose the term from the drop down list. Click Submit.
3. Print your schedule using the print function on the tool bar of your computer
4. Click OK.
   (Returns you to the Credit Students Menu page.)

**Seeing How Much You Owe**

After you have registered for courses, you may see how much you owe.

On the Credit Students Menu, under Financial Information, click on Account Summary by Term.

You may pay online for your courses. See Paying for Courses on page 15.
Financial Aid Remaining amounts are dependent on conditions of your enrollment and eligible charges, and are subject to change.

Click for [Payment Due Dates](#) or [Credit Course Schedule](#)

<table>
<thead>
<tr>
<th>Term</th>
<th>Total Charges</th>
<th>Student Payments</th>
<th>Financial Aid Payments</th>
<th>Financial Aid Remaining</th>
<th>Sponsor Payments</th>
<th>Payment Plans</th>
<th>Total Payments</th>
<th>Refunds</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009SP</td>
<td>$427.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$427.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$427.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$427.00</td>
</tr>
</tbody>
</table>
Paying for Courses
Payment dates are enforced.
You must pay for your courses or have made approved financial arrangements by midnight of the date the bill is due.

Owl Link Payment Options
You do not need to log in to sign up for one of the payment options.
From the Owl Link Main Menu, click on Credit Students which will take you to the Credit Students Menu.

On the Credit Students Menu, under Financial Information click on the payment option that works best for you.

- Enroll in NBS/FACTS Deferred Payment Plan—arranges for monthly payments made from your checking account, savings account, Discover, MasterCard, VISA, or American Express
- Alternative Payment Options Using NBS/FACTS—sign up for monthly payments or to pay the balance in full (one time payment) using your checking account, savings account, or American Express
- Quick Pay Using a Credit Card—pay using your Discover, MasterCard, or VISA credit card

Pay in Person
You also may pay for your courses in person at the Cashiers window in Bladen Hall on the Largo Campus or at the offices at Laurel College Center, University Town Center, or Andrews Air Force Base using cash, personal check, money order, employer voucher, DC Government voucher, or credit cards (Discover, MasterCard, or VISA).

If you do not pay for your courses or have not made financial arrangements through the Financial Aid Office or have not signed up for one of the payment options by the payment due date, you may be dropped from your courses and you will have to register again.
Owl Link Tips

Watch for tutorials on some of the Owl Link screens. The tutorials provide step-by-step picture and voice directions.

For Owl Link registration process problems call the Information Center at 301-322-0900.

For technical problems contact the Help Desk at 301-322-0637 / helpdesk@pgcc.edu.

Let us know about your experience with Owl Link by emailing us at pgccares@pgcc.edu.