E-mail Address Required

To access Owl Link, you must be a student at Prince George’s Community College and have submitted your current, working 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 will 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>

Payment dates are enforced
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.
Getting Ready to Owl Link

Gathering Helpful Materials
A Curriculum Planning Guide, college catalog, and current Schedule of Credit Classes will be helpful to have while you are registering through Owl Link. You may get these items at these college locations—Largo, Laurel College Center, University Town Center, and Andrews Air Force Base. You also may access them online, as follows:

- **Curriculum Planning Guide**
  *for your program of study*
  Curriculum Planning Guides are available at www.pgcc.edu: select Current Students, then Academic Resources, then Academic Advising, then Curriculum Planning Guides. Select the link for the catalog year you started, then select the curriculum guide for your program of study.

- **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 in 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. Select the schedule that lists all the credit classes that are offered in the semester for which you are registering.

Accessing Owl Link

Logging In
1. Go to www.pgcc.edu
2. Click on the Quicklinks drop down menu and select Owl Link.
3. Select Students from the list of options on the right side of the screen.
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.
CURRENT STUDENTS - OWL LINK FOR STUDENTS MENU

Welcome Kathy!

The following links may display confidential information. First Time Log In Procedure:
1. Under User Accounts, select "What’s My User ID."
2. Follow the directions and you will be given your User ID and Password. Your initial password has been sent to you through email. You will be prompted to change your password. Please remember to provide a password hint for the new password you select. If you have not received your password, select "What’s my password" under User Accounts. You must have an eMail account on file with the college to use this process.

User Account
- I'm New to Owl Link
- What's my User ID?
- What's my password
- Change Password
- Address Change

Financial Information
- Account Summary by Term
- Make a Payment

Financial Aid
- Financial aid status by year
- Financial aid status by term
- Financial aid award letter
- Accept or reject my financial aid awards
- Financial aid loan application
- Change my requested loan amount

Search for Sections
- Register for Sections
- Register and Drop Sections
- Manage My Wallet

Academic Profile
- Grades
- Grade Point Average by Term
- Transcript
- Test Summary
- My class schedule
- My profile

Registration

Figure 2
Printing an Unofficial Transcript

If you do not need an unofficial transcript, go directly to “Registering for Class Sections.”

If you are not certain what courses you have taken, print an unofficial transcript. It lists all of the courses that you have taken and the grades you received. It also lists the courses that you are currently taking.

Steps for printing an unofficial transcript.
1. After you have logged 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 Students Menu page.)

Registering for Class Sections

1. Log in.
2. From the Main Menu, select Students as your point of entry.
3. On the 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: Fall 2008 Semester
5. Under Subject select the subject from the drop down menu. Narrow your search by doing any or all of the following:
   • Under Course Level select
     1000 for freshman or first year courses
     2000 for sophomore or second year courses
     Basic Course Work for developmental courses
   TIP: If you know the course number, you do not have to put in the course level.

Registering for Class Sections continued on page 9
Register for Sections

Please choose which type of registration you wish to perform:
- Search and register for sections
- Express registration
- Register for previously selected sections
- Drop sections
- Manage my waitlist
- Other options

Term: Fall 2008 Semester

Starting On/After Date: [Enter Date]
Ending By Date: [Enter Date]

Subject: Art
Course Level: [Enter Level]
Course Number: 1560
Section: [Optional]

Subject: Accounting
Course Level: [Enter Level]
Course Number: 1010
Section: [Optional]

Subject: Computer Information Systems
Course Level: [Enter Level]
Course Number: 1800
Section: [Optional]

Sections Meeting After: 10am
Sections Ending Before: [Optional]

Days: Mon, Tue, Wed, Thu, Fri, Sat, Sun (Check boxes)

Course Title Keyword(s): [Optional]
Location: PGCC Large Campus
Academic Level: [Optional]
Instructor's Last Name: [Optional]

[Submit]
Registering for Class Sections continued from page 7

• Under Course Number, enter the course number if you know it. All course numbers have been changed from three to four digits by adding a zero to the end of the number.

  Example: ART-156 is now ART-1560;
  the course number is 1560.
Optional choices include narrowing your search by days of the week or locations:
• Click the days of the week you prefer to attend.
• Select the Location that is most convenient for you from the drop down menu.

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 optional 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 Register and Drop Section 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.
### Current Students

#### Section Select

<table>
<thead>
<tr>
<th>Select</th>
<th>Term</th>
<th>Status</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall 2008 Semester</td>
<td>Open</td>
<td>ACC-1510-LE02 (60019) Principles of Accounting</td>
<td>PGCC Largo Campus</td>
<td>08/29/2008-11:50AM-12:50PM, Blair A115</td>
</tr>
<tr>
<td></td>
<td>Fall 2008 Semester</td>
<td>Open</td>
<td>ACC-1510-LE03 (60016) Principles of Accounting</td>
<td>PGCC Largo Campus</td>
<td>08/29/2008-10:00AM-11:00PM, Blair B118</td>
</tr>
<tr>
<td></td>
<td>Fall 2008 Semester</td>
<td>Open</td>
<td>ACC-1510-LE05 (60015) Principles of Accounting</td>
<td>PGCC Largo Campus</td>
<td>08/29/2008-11:50AM-12:50PM, Blair A115</td>
</tr>
<tr>
<td></td>
<td>Fall 2008 Semester</td>
<td>Open</td>
<td>ACC-1510-LE01 (60020) Principles of Accounting</td>
<td>PGCC Largo Campus</td>
<td>08/29/2008-11:50AM-12:50PM, Blair A115</td>
</tr>
<tr>
<td></td>
<td>Fall 2008 Semester</td>
<td>Open</td>
<td>ACC-1510-LE02 (60021) Principles of Accounting</td>
<td>PGCC Largo Campus</td>
<td>08/29/2008-11:50AM-12:50PM, Blair A115</td>
</tr>
<tr>
<td></td>
<td>Fall 2008 Semester</td>
<td>Open</td>
<td>ART-1560-LE03 (60018) Photography</td>
<td>PGCC Largo Campus</td>
<td>08/29/2008-06:00PM-09:211</td>
</tr>
<tr>
<td></td>
<td>Fall 2008 Semester</td>
<td>Open</td>
<td>ART-1560-LE01 (60018) Photography</td>
<td>PGCC Largo Campus</td>
<td>08/29/2008-06:00PM-09:211</td>
</tr>
<tr>
<td></td>
<td>Fall 2008 Semester</td>
<td>Open</td>
<td>ART-1560-LE02 (60018) Photography</td>
<td>PGCC Largo Campus</td>
<td>08/29/2008-06:00PM-09:211</td>
</tr>
<tr>
<td></td>
<td>Fall 2008 Semester</td>
<td>Open</td>
<td>CSS-1500-LD01 (50037) Intro to Internet and Web Tech</td>
<td>PGCC Largo Campus</td>
<td>08/29/2008-12:40PM-01:40PM, Palm Room 103</td>
</tr>
</tbody>
</table>

**Figure 5**

#### Express Registration

Enter the 5-digit Course Synonym Number and Press OK

<table>
<thead>
<tr>
<th>Synonym</th>
<th>Subject</th>
<th>Course Number</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>00185</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Figure 6**
**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 waitlist three ways when a course section that you want is full:

1) through Owl Link by choosing **Waitlist** as the action on the **Register and Drop Section** screen, or
2) over the phone by following the simple directions, or
3) in person, by asking the registration assistant to put you on a waitlist.

You **cannot** 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.

*Waitlisting continued on page 13*

---

**Express Registration**

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

1. Log in.
2. On the **Students Menu** under **Registration**, click on **Register for Sections**, *(figure 2, page 6)* then click on **Express Registration**, *(figure 3, page 8)*
3. Type in the synonym. *(figure 6, page 10)*
4. Click **Submit**.

---

**Printing Your Schedule**

1. On the **Students Menu** under **Academic Profile**, click on **My Class Schedule**.
2. Choose the term from the drop down list. Click **Submit**.
3. Click “print” on your computer’s tool bar.
4. Click **OK** to return to **Students Menu**.

*Click “Help” if you have questions when you are in Owl Link.*
Register and Drop Sections

You must pay for your fall semester classes or have made approved financial arrangements by midnight on:
Friday, July 11, if you register for fall classes on or by July 11;
Monday, August 11, if you register for fall classes from July 12 through August 11;
Same day you register, if you register for fall classes after August 11.

Name: Kathy A. Smith

Figure 7
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 between midnight and 1 a.m. each night. You have until 11:59 p.m. (one minute before midnight) on the day that you receive the notice 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.

*Example:* If, on July 15, 2008, you received an e-mail that a seat in the section you wanted is available and you registered for the section before midnight on July 15, you would have until August 11, 2008, the next due date, to pay.

• 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.

To drop the unwanted section—

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

• If you do not want to register for the available seat, then select “Remove” from the Action drop down list.

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.*
Financial Aid Remaining amounts are dependent on conditions of your enrollment and eligible charges, and are subject to change.

### My Account Summary by Term

You must pay for your fall semester classes or have made approved financial arrangements by midnight on:
- Monday, August 11, if you register for fall classes from July 12 through August 11;
- Same Day you register, if you register for fall classes after August 11

<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>2008FA</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. You may make partial payments, but the entire amount due must be paid by the due date. If you do not pay for your courses or have not made approved financial arrangements with the Financial Aid Office by the payment due date, you will be dropped from your courses and you will have to register again.

You 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.

You may pay for your courses with a credit card through Owl Link. Here are the steps.

1. Log in to Owl Link.
2. On the Students Menu under Financial Information, click on Account Summary by Term to see your bill (figure 8, page 14). Click “print” on your computer’s tool bar to print your bill. Then click OK.
3. Again on the Students Menu under Financial Information, click on Make a Payment.
4. In the payment amount box, type in the amount you are paying.
5. Select payment type. Click OK.
6. Provide the information necessary to pay for your courses using the payment type you selected. Click OK.
7. Click on Log Out when you have finished making your payment.

You will receive an e-mail confirming your payment. The e-mail will serve as your receipt.

You may pay for your courses on the Web by using the Deferred Tuition Plan. Sign up online for NBS (Nelnet Business Solutions, formerly known as FACTS):

1. Go to www.pgcc.edu, click on the Quicklinks drop down list and select Paying for College.
2. Click “Deferred Tuition Plan” in the column on the left.
3. Click on “Click Here” to go to the NBS eCashier.
4. Follow the directions which include paying a $35 processing fee.
**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.