



PRINCE GEORGE'S
COMMUNITY COLLEGE

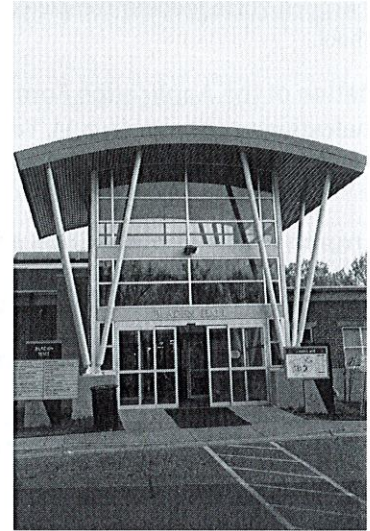
Application for Admission



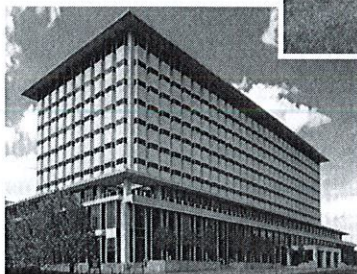
Center for Health Studies
Largo Campus



Center for Advanced Technology
Largo Campus



Bladen Hall
Largo Campus



University Town Center



Laurel College Center



Joint Base Andrews

www.pgcc.edu

Application Information and Instructions

Please read carefully before completing application. Nonrefundable \$25 application fee required.

Who Must Apply for Admission?

All persons who wish to take credit courses at Prince George's Community College—on campus, at other locations, weekends, or over the Internet—must submit an application for admission to the college. Those who have previously been students at the college and have not attended in 2 years must submit a new application to be readmitted.

All students are expected to pay the **nonrefundable \$25 application fee**. The fee is waived only for those students who are recent high school graduates and who can provide either an SAT or ACT Fee Waiver Request Form properly completed and signed by their high school.

Completion of the Application Form

- **All students** must complete Item 14, **Veterans Status**. To receive benefits, veterans must report to the college's Veterans Services Office to determine the steps required to obtain benefits.
- With regards to Item 13, **non-citizens** must present (in person) their visa documentation to be evaluated for residency status. Non-citizens will be considered out-of-state for tuition purposes until this documentation is provided.
- **Program Code**—A curriculum is the same as a program of study (or college major). Consult the program code list in this booklet and insert the code of your choice in Item 19.

If you are not working toward a degree or certificate at the college, use NDEG.ND.

Students using Financial Aid **must** be degree-seeking and cannot select NDEG.ND.

Applicants unsure of a curricular choice should indicate GENL.Studies.AA for General Studies and consult with an academic advisor for assistance in determining an appropriate program.

- **Read Item 25.** Sign and date the application. Submit the application, along with the nonrefundable \$25 application fee, to the Records & Registration Office, or to any of the degree centers.

Award of Transfer Credit

Those wishing to transfer credits earned at other institutions must complete a "Request for Evaluation of Transfer Credit" form available in the Records & Registration Office, and request former schools to send transcripts directly to the Records & Registration Office. College transcripts are required of all health sciences applicants. Degree-seeking applicants must request former schools or colleges to forward official transcripts directly to the Records & Registration Office at the college. Students who have not had their transcripts evaluated should have copies available for educational advisors to show that any course prerequisites have been met.

Health Sciences Applicants

AlliedHealthandNursingOffice@pgcc.edu

Most Health Sciences programs have limited capacity and require special procedures for admission and initial enrollment. Students should contact an Allied Health advisor located in the Center for Health Studies, Room 1401, to discuss these procedures.

Information for Veterans

Students receiving veterans' educational benefits are required by the Department of Veterans Affairs to submit records from all prior colleges during the first semester of attendance. You should also submit an official copy of your military training/education record. Visit the college's Veterans Services Office in Marlboro Hall, Room 2102, to obtain information about receiving benefits while attending Prince George's Community College or call 301-546-0155.

Drug and Alcohol Abuse Prevention Program

The college's Drug and Alcohol Abuse Prevention Program (ODAAP) prohibits the illicit possession, use, or distribution of drugs and alcohol by employees and students on college property, or as a part of any college activity. In the event of any violation, the college will impose appropriate disciplinary sanctions on students under the Code of Conduct.

The college's ODAAP identifies and advises employees and students about available drug or alcohol counseling, treatment or rehabilitation, or re-entry programs that are available to them, informs employees and students about the health risks associated with the uses of illicit drugs and the abuse of alcohol, and informs employees and students about the legal and disciplinary sanctions that may be imposed on those who violate the standards of conduct established by the program. For more information, call 301-546-0845.

Mailing Address for Applications and Transcripts

Records & Registration Office
Prince George's Community College
301 Largo Road, Largo, MD 20774-2199

For office locations, visit the college's website: www.pgcc.edu

Program Codes

*Applicants must indicate one of the programs of study listed below by filling in the program's abbreviated name in the space provided on Item 19 of the paper application or by selecting it from the drop-down list available in the online application. For example, Accounting Professional would be ACCT.PROF.AAS. Students who are still in high school or who are under the age of 16 may not select a curriculum until after they graduate or otherwise become eligible for enrollment in college. They must instead select one of the offerings listed below which begin with "SPEC."

A.A. Associate of Arts
 A.S. Associate of Science
 A.A.S. Associate of Applied Science
 A.A.T. Associate of Arts Teaching
 CERT. Certificate

Accounting Programs

ACCT.TRANSFR.AS Accounting Transfer Concentration (A.S.)
 ACCT.PROF.AAS Accounting Professional (A.A.S.)
 ACCT.CT Accounting (CERT)
 ACCT.CPA.CT CPA Preparation (CERT)

Arts and Sciences Program

THTR.CT Theatre/Entertainment Tech. (CERT)

Business Administration Program and Business Management Programs

BUAD.AS Business Administration (A.S.)
 BMGT.AAS Business Management (A.A.S.)
 BMGT.HR.CT Human Resource Management (CERT)
 BMGT.PURCON.CT Purchasing and Contracting (CERT)
 BMGT.RPM.AAS Residential Property Management (A.A.S.)
 BMGT.RPM.CT Residential Property Management (CERT)
 BMGT.SMLBUS.CT Small Business Management (CERT)

Computer Engineering Technology Programs

COMP.ENGR.AAS Computer Engineering Technology (A.A.S.)
 COMP.CISCO.CT Cisco CCNA Preparation (CERT)
 COMP.APLUS.CT A+ Preparation (CERT)
 COMP.SERV.CT Computer Service Technology (CERT)

Computer Science Programs

COMP.SCI.AS Computer Science (A.S.)

Construction Management Programs

CNST.AAS Construction Management (A.A.S.)
 CNST.CT Construction Management (CERT)

Criminal Justice Programs

CRJU.AA Criminal Justice Transfer Concentration (A.A.)
 CRJU.AAS Criminal Justice (A.A.S.)

Culinary Arts Programs

FOOD.CULIN.AAS Culinary Arts (A.A.S.)
 FOOD.CULIN.CT Culinary Arts (CERT)

CyberSecurity Programs

COMP.SECUR.AAS Cybersecurity (A.A.S.)
 COMP.SECUR.CT Cybersecurity (CERT)

Early Childhood Education Programs

TCHR.ECHILD.SPEC.AAT Early Childhood Education/
 Early Childhood Special Education (A.A.T.)
 TCHR.ECHILD.AAS Early Childhood Education (A.A.S.)
 TCHR.ADMIN.CHILDCARE.CT Mastery in Administration
 of Child Care Programs (CERT)
 TCHR.MASTERY.CT Mastery in Early Childhood Education (CERT)
 TCHR.SPECED.CT Early Childhood Special Education (CERT)

Engineering Technology Programs

COMP.CAD.CT Computer-Aided Drafting (CERT)

Engineering Programs

ENGR.AS Engineering (A.S.)

Fire Science Program

FIRE.AAS Fire Science (A.A.S.)

Forensic Science Program

FORS.AS Forensic Science (A.S.)

General Studies Programs

ARTS.AA Art Concentration (A.A.)
 BIOL.AA Biology Concentration (A.A.)
 CHEM.AA Chemistry Concentration (A.A.)
 COMM.PR.AA Communications/Public Relations/Journalism
 Concentration (A.A.)
 ECON.AA Economics Concentration (A.A.)
 ENGL.AA English Concentration (A.A.)
 GENL.STUDIES.AA General Studies (A.A.)
 HLTH.ED.AA Health Education Concentration (A.A.)
 COMM.MASS.AA Mass Communication Concentration (A.A.)
 MUSI.AA Music Concentration (A.A.)
 PSYCH.AA Psychology Concentration (A.A.)
 SOCI.AA Sociology Concentration (A.A.)
 GENL.TRAN.CT Transfer Studies (CERT)

Health Sciences Programs

HLTH.INFO.PETIT Health Information Management (A.A.S.)
 (petitioner)**
 HLTH.BILL.PETIT Medical Coding/Billing Specialist (CERT)
 (petitioner)**
 MED.ASST.AAS.PETIT Medical Assisting (A.A.S.)
 (petitioner)**
 NUCL.MED.PETIT Nuclear Medicine Technology (A.A.S.)
 (petitioner)**
 NURS.TRANS.PETIT Nursing, LPN to RN Transition
 (petitioner)**
 NURS.PMD.PETIT Nursing, Paramedic to RN Transition
 (petitioner)**
 NURS.RN.PETIT Nursing, RN (A.S.) (petitioner)**
 NURS.LPN.PETIT Nursing, LPN (CERT) (petitioner)**
 PMD.CT.PETIT Paramedic (CERT) (petitioner)**
 PMD.AAS.PETIT Paramedic (A.A.S.) (petitioner)**
 RADI.AAS.PETIT Radiography (A.A.S.) (petitioner)**
 RESP.AAS.PETIT Respiratory Therapy (A.A.S.) (petitioner)**
 SURG.TECH.PETIT Surgical Technology (A.A.S.) (petitioner)**

Hospitality Services Management Programs

HOSP.SERV.AAS Hospitality Services Management (A.A.S.)
 HOSP.SERV.CT Hospitality Services Management (CERT)

Human Services Program

HUMN.SERV.AAS Human Services (A.A.S.)

Information Technology Programs

COMP.INFO.TECH.AAS Information Technology (A.A.S.)
 COMP.PROGDB.CT Computer Programming and
 Database Systems (CERT)
 COMP.NETADM.CT Network Systems Administrator (CERT)
 COMP.WEB.CT Web Technology (CERT)

Marketing Management Programs

MKTG.AAS Marketing Management (A.A.S.)
 MKTG.CT Marketing Management (CERT)

Media Production Program

COMM.MEDIA.CT Media Production (CERT)

Paralegal/Legal Assistant Programs

PARA.AAS Paralegal/Legal Assistant (A.A.S.)
 PARA.CT Paralegal/Legal Assistant (CERT)

Teacher Education Programs

TCHR.CHEM.AAT Secondary Education—Chemistry (A.A.T.)
 TCHR.ELEM.SPECED.AAT Elementary Education/
 Elementary Special Education (A.A.T.)
 TCHR.ENGLISH.AAT Secondary Education—English (A.A.T.)
 TCHR.PHYSICS.AAT Secondary Education—Physics (A.A.T.)
 TCHR.MATH.AAT Secondary Education—Mathematics (A.A.T.)
 TCHR.SPAN.AAT Secondary Education—Spanish (A.A.T.)

Visual Communication Programs

ARTS.GRAPHD.AAS Visual Communication/
 Graphic Design (A.A.S.)
 ARTS.GRAPHD.CT Graphic Design (CERT)
 ARTS.ANIM2.CT Animation and Screen-Based Design (CERT)

Special, Non-Degree Offerings

TCHR.CERTIF.ND Teacher Certification for School Employees
 TCHR.RESID.ND Resident Teacher Program for PGCPs Employees
 SPEC.DUAL.ND High School Dual Enrollment
 SPEC.TAG.ND TAG for Talented/Gifted Students under age 16
 SPEC.CONCUR.ND Concurrent Enrollment for
 High School Students

**Students also should complete the Petition for Admission to Health Sciences Programs (after consulting with a Health Sciences advisor).

Programs which show "pending MHEC approval" had not yet been approved by the Maryland Higher Education Commission for the award of a degree at the time the current catalog was published.

Steps to Enroll

First-Time Students

1. Complete an **Application for Admission**. While the college prefers that you do this online, you may certainly complete this document and submit it along with a check, money order, or credit card payment of the \$25 nonrefundable application fee, to the Records & Registration Office, Bladen Hall, Room 126, on the Largo campus. It may also be submitted to any of our other locations. Please complete ALL items on the application. And, if you are a recent high school graduate, have SAT/ACT scores and high school transcripts forwarded to the Records & Registration Office as well.
2. Go online to complete the Free Application for Federal Student Aid (FAFSA) if you have not already done so. Be sure you list Prince George's Community College as one of the institutions you wish to share your information with.
3. You will shortly receive an e-mail from the college informing you of the creation of an account for you in **Owl Link**, the college's online student system. Your **Student ID number** will be displayed on this e-mail. That will be your ID number for all transactions at the college so it's important that you remember it.
4. Go to Bladen Hall, Room 100, to take the mandatory **Placement Tests** for new students. You will be required to present a picture ID and sign in using your new Student ID number when you arrive. More information about the placement tests is shown on the next page.
5. Sign up for the mandatory orientation session (SOAR) in order to obtain information vital to your success as a first-year student and to register for classes. You must sign up online following instructions that will be shared with you after you have taken your placement tests.

Students with Prior College Credit

1. Complete an **Application for Admission**. While the college prefers that you do this online, you may certainly complete this document and submit it along with a check, money order, or credit card payment of the \$25 nonrefundable application fee, to the Records & Registration Office, Bladen Hall, Room 126, on the Largo campus. It may also be submitted to any of our other locations. Please complete ALL items on the application.
2. Go online to complete the Free Application for Federal Student Aid (FAFSA) if you have not already done so. Be sure you list Prince George's Community College as one of the institutions you wish to share your information with.
3. You will shortly receive an e-mail from the college informing you of the creation of an account for you in **Owl Link**, the college's online student system. Your **Student ID number** will be displayed on this e-mail. That will be your ID number for all transactions at the college so it's important that you remember it.

4. In order to receive transfer credit for coursework completed elsewhere, first complete a "**Request for Evaluation of Transfer Credit**" form, available online and at all college locations. Be sure to list ALL possible sources of transfer credit on this form. Then, it is your responsibility to **contact all previous institutions** and request that they send official transcripts to the address shown on this application form. Allow 6–8 weeks for the official evaluation to be completed and mailed to you after we have received transcripts from all institutions listed on the form.
5. In order to register for classes before the official evaluation of transfer credit is completed, bring **unofficial transcripts or grade reports** with you to see an academic advisor for your first registration.
6. Go to **see an academic advisor** for your first registration. They will be able to enroll you in classes based on their informal evaluation of your unofficial documents. Advisors are available at all college locations.

All Students

1. **Register for classes** for your first semester. Most students new to Prince George's Community College will need to register in person. Online registration also may be possible.
2. **Pay your tuition bill**. The college has a payment plan available to assist with payment. Approved financial aid also may be applied as payment.
3. Go to the library, to the Records & Registration Office, or to any of the college's other locations to have a **Photo ID Card** created for you.
4. Purchase your books at the college bookstore on the first floor of the Largo Student Center. You may also do this online at www.pgccshop.com.

Veterans

If you plan to use veteran's educational benefits while attending the college, visit the Veterans Services Office located in Marlboro Hall, Room 2102. Staff there will assist you with the process of activating your benefits. All credit programs at the college are approved for VA benefits.

Students with Disabilities

If you have a documented disability and are in need of assistance in order to take full advantage of the college's classes, programs and services, contact the Disability Support Services Office at 301-546-0838 (voice/TTY). Or visit the office located in Lanham Hall, Room 101A. Please contact the office prior to taking the placement test or registering for classes and at least one month prior to the start of a semester for accommodations to be arranged on time.

Go to **www.pgcc.edu** to find hours of operation for the offices mentioned above.

Taking the Placement Tests

What are the Placement Tests?

There are three parts to the placement test—Reading Comprehension, Writing, and Mathematics—designed to measure your level of skill in these basic academic competencies. The tests are required of all new college students and some transfer students, depending on their academic background. The tests are given via computer and are untimed. Students may take all three parts of the test at one time or can opt to take them separately. Scores are available immediately upon completion of the test. No appointment is necessary.

There is a separate placement test for students whose first language is other than English. This test is not computerized but is given using paper and pencil. Scores will not be available until several days later. Again, no appointment is necessary.

All test takers must present a photo ID and their student ID number in order to enter the Testing Room. No cell phones are allowed in the room but calculators are allowed. No family members may accompany the student into the testing area.

When are the Placement Tests given?

Walk-in hours for the Largo campus Testing Center in Bladen Hall, Room 100:

Monday–Thursday 8:30 a.m. to 6 p.m.
Friday 8:30 a.m. to 12 p.m.

Limited testing hours are also available at the three extension sites.
Call the site for more information.

Joint Base Andrews 301-981-5949
University Town Center in Hyattsville 301-546-8000
Laurel College Center 1-866-228-6110

For more information about the placement tests and the Testing Center, go to www.pgcc.edu

Prince George's Community College—At a Glance

Admission Eligibility

The following persons are eligible for admission: high school graduates and holders of high school equivalency certificates or diplomas; anyone 16 years of age or older who has graduated or otherwise permanently left elementary or secondary school according to criteria set forth by the County Board of Education; home schooled students 16 years of age or older; students under the age of 16 who have been identified as Talented and Gifted in accordance with state law; high school seniors participating in an early admission or concurrent enrollment program as approved by the County Board of Education or by their private school governing body. High school juniors may, in special instances, also participate in the concurrent enrollment program.

Financial Aid

Many forms of financial aid are available at Prince George's Community College including Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal College Work Study, Federal Stafford Loans, Maryland State Scholarship/Grant, Prince George's Community College Scholarships, Board of Trustees Legacy Scholarships, Emergency Loans, and Veteran's Benefits. Early application is essential for timely receipt of financial aid.

Disability Support Services

This office provides special counseling and support services to students with disabilities. Because students with disabilities have such a wide range of special needs and interests, it is important that they meet with Disability Support Services staff prior to enrollment. **Contact information:** Lanham Hall, Room 101A, 301-546-0838 (voice/TTY).

Academic Advising

Educational advisors provide pre-admission information, interpret placement test scores, assist with course selection, advise on general academic policies and procedures, provide information on transfer to other institutions, and review student records/transcripts to determine course/program eligibility.

Academic Policies, Procedures, and Deadlines

Every student is expected to know the college's academic policies and procedures as they relate to student behavior. Students are also expected to know and abide by college deadlines related to semester enrollment, tuition payment, and course withdrawals. Lack of awareness is not a valid reason for exceptions to be requested to a policy or to a deadline.

The online college **catalog** can be accessed on the college's website, www.pgcc.edu, by clicking on the Class Schedules link at the top of the home page. Dates when classes are offered can also be accessed from there.

Every student should read the current online college catalog at the time of admission. All important policies and procedures are described there.

Library

Accokeek Hall, the college's Learning Resource Center, provides access to a wide variety of information resources, services, and technologies. The library collection consists of approximately 100,000 volumes, 800 periodical titles, and 12,000 audio-visual materials. The reference collection also includes many electronic databases. The library is a depository for Maryland government documents and provides access to state and national resources through interlibrary loan and the Internet.

Honors Program

The mission of the Honors Program, located in Lanham Hall, Suite 102A, is to promote the intellectual growth and enrichment of academically outstanding students. Admission is open to full- and part-time students. Students who complete 15 credits in Honors courses can apply for a Citation in Honors.

Prince George's Community College

Founded in 1958, Prince George's Community College began as an evening college, conducting classes at Suitland Senior High School for 185 students. In 1967, the college moved to its current location, situated on a beautiful 150-acre campus in Largo, and began offering day and evening programs to a student body of more than 3,000. The college currently provides credit and continuing education courses on the main campus, as well as extension centers, to 37,000 students each year.

Accreditation

Maryland State Department of Education; Middle States Commission on Higher Education; Maryland Board of Nursing; Accreditation Commission for Education in Nursing; Commission on Accreditation of Allied Health Education Programs; Joint Review Committee on Education in Radiologic Technology; Joint Review Commission on Educational Programs in Nuclear Medicine Technology; Commission on Accreditation for Respiratory Care; Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions; Technology Accreditation Commission of the Accreditation Board for Engineering and Technology.

Fields of Study

The college offers many different curricula leading to different degrees: Associate of Arts, Associate of Science, Associate of Arts in Teaching, and Associate of Applied Science. Also available in some curricula are certificates. A listing of these curricula is included in this application packet (*see Program Codes*).

Transfer Articulation Agreements

Credits earned at Prince George's Community College are recognized as transferable nationwide. Advisors can assist students in determining applicability/transferability to specific programs. The college has also obtained detailed transfer articulation agreements with many 4-year institutions with regard to specific programs.

Intercollegiate Athletics

Prince George's Community College is a member of the National Junior College Athletic Association (NJCAA) and the Maryland Junior College Athletic Conference (MD JUCO). Twelve intercollegiate teams represent the college: men's soccer, women's soccer, men's cross country, women's cross country, men's indoor track, women's indoor track, men's outdoor track, women's outdoor track, men's basketball, women's basketball, men's baseball, women's softball. Call 301-546-0518 for more information.

Extracurricular Activities

The Student Engagement & Leadership office provides a wide range of extracurricular activities including student governance and leadership development, intramural sports, music and drama, cultural events and recreational activities.

Important College Contacts

Advising, Career, & Transfer Services, B-124	301-546-0151	Recruitment, B-125.....	301-546-0864
Cashier, B-120	301-546-0691	Student Engagement & Leadership, LSC-149	301-546-0853
Disability Support Services, L-101A.....	301-546-0838 V/TTY	Student Financial Aid, B-121.....	301-546-0822
General Information	301-546-7422	Testing Center, B-100.....	301-546-0147
Honors Program, L-102A.....	301-546-7530	Veterans Services, M-2102	301-546-0155
Records & Registration, B-126.....	301-546-0866	Web Address.....	www.pgcc.edu

Key to PGCC Largo Campus Building Abbreviations

A.....	Accokeek Hall	CPA.....	Center for Performing Arts
B.....	Bladen Hall	K.....	Kent Hall
CAC.....	Culinary Arts Center	L.....	Lanham Hall
CAT.....	Center for Advanced Technology	LSC.....	Largo Student Center
CE.....	Continuing Education Building	M.....	Marlboro Hall
CH.....	Chesapeake Hall	NA.....	Natatorium
CHS.....	Center for Health Studies	NF.....	Novak Field House