

COLLEGE CONTACT INFORMATION

Academic Affairs, Vice President's Office—Kent Hall, Room 12 Admissions and Records—Bladen Hall, Room 126 Advising and Transfer Services—Bladen Hall, Room 124 Allied Health—Center for Health Studies, Room 1415	301-546-7422
Advising and Transfer Services—Bladen Hall, Room 124	
3	
	701 546 0777
Anthropology—Marlboro Hall, Room 2018	
Art—Marlboro Hall, Room 1034	
Biological Sciences—Chesapeake Hall, Room 100	
Blackboard Technical Support—Accokeek Hall, Room 346	
Bookstore—Largo Student Center, First Floor	
Business Management—Bladen Hall, Room 221	
College Police	
Career Services—Marlboro Hall, Room 2102	
Cashier—Bladen Hall, Room 120	
Culinary Arts Center—4400 Shell St., Capitol Heights	
College Life Services—Largo Student Center, Room 149	
Communications and Theatre—Queen Anne Fine Arts, Room 1	13 301-546-0926
Computer Lab—Bladen Hall, Room 104	301-546-0999
Continuing Education Offices—Kent Hall, Room 227	301-546-0159
Counseling Services—Bladen Hall, Room 122	301-546-0149
Degree and Extension Centers—Marlboro Hall, Room 2141	301-546-0785
Disability Support Services—Bladen Hall, Room 124	301-546-0838
TTY or TDD	301-546-0838
Economics—Bladen Hall, Room 210	301-546-0080
eLearning—Accokeek Hall, 3rd Floor	301-546-0463
Emergency	301-546-0111
Engineering Technology	
Center for Applied Technology, Room 129	301-546-0751
English—Marlboro Hall, Room 3072	301-546-0561
Facilities	301-546-0655
Financial Aid—Bladen Hall, Room 121	301-546-0822
Food Services—Largo Student Center, Second Floor	301-546-0904
Health, Nutrition, and Physical Education	
Novak Field House, Room 107	301-546-0507
Health Education Center—Bladen Hall, Room 132	301-546-0845
Health Education—Novak Field House, Room 108	301-546-0504
Health Sciences Division	
Center for Health Studies, Room 1402	301-546-0699
History—Marlboro Hall, Room 2018	
Honors—Marlboro Hall, Room 1087	
Hospitality, Tourism, and Culinary Arts	
Chesapeake Hall, Room 100	301-546-3090
Information and Engineering Technology	
Center for Applied Technology 129	301-546-0752
International Education Center	
Center for Health Studies, Room 1209	301-546-0750
Joint Base Andrews—1413 Arkansas Rd., Room 111, J.B.A.	
Language Studies—Bladen Hall, Room 310	
Laurel College Center—312 Marshall Ave. Laurel	
Learning Foundations Division—Marlboro Hall. Room 2118	
Liberal Arts Division—Marlboro Hall, Room 3076	
Library—Accokeek Hall	301-340-0361
Circulation Desk	701-546-0475
Library Hours	
Research Information Desk	
Lost and Found—Largo Student Center, Room 149	
Mathematics—Marlboro Hall, Room 3048	
	301-546-0955
Music—Marlboro Hall, Room 1082.	
Music—Marlboro Hall, Room 1082 Natatorium—pool, weight rooms Nursing—Center for Health Studies. Room 1402	301-546-0980

Owl Newspaper—Largo Student Center, Room 245	.301-546-0905
Parking Permits—Campus Police Substation,	
Bladen Hall, Room 105C	.301-546-0761
Parking Ticket Appeals—Largo Student Center	.301-546-0853
Philosophy—Bladen Hall, Room 308	.301-546-0946
Physical Sciences and Engineering	
Chesapeake Hall, Room 100	.301-546-0420
Political Science—Marlboro Hall, Room 2054	.301-546-0525
Psychology—Marlboro Hall, Room 2054	.301-546-0526
Public Safety and Law—Bladen Hall, Room 208	.301-546-0553
Reflections Magazine—Largo Student Center, Room 245	.301-546-0121
Science, Technology, Engineering and Mathematics Division	
Chesapeake Hall, Room 215	.301-546-0419
Service Learning Center—Bladen Hall, Room 210	.301-546-0136
Social Sciences and Business Studies Division	
Marlboro Hall, Room 2008	.301-546-0524
Sociology—Marlboro Hall, Room 2054	.301-546-0526
Student Governance Board—Largo Student Center	.301-546-0888
Student Program Board—Largo Student Center	.301-546-0975
Student Services, Vice President's Office—Kent Hall, Room 119	.301-546-0412
Teacher Education—Marlboro Hall, Room 2011	.301-546-5250
Teacher Education Department, Early Childhood Education	
Marlboro Hall, Room 2054	.301-546-5250
Testing Center—Bladen Hall, Room 100	.301-546-0090
Tutoring Center—Bladen Hall, Room 107	.301-546-0748
University Town Center—6505 Belcrest Rd, Hyattsville	.301-546-8000
Vocational Support Services—Marlboro Hall, Room 2102	.301-546-0725
Weekend College—Marlboro Hall, Room 2141	.301-546-0785
Writing Center—Bladen Hall, Room 107	.301-546-0748

Note: Locations for all listings are 301 Largo Road, Largo, MD 20774 unless otherwise specified.

TTY Numbers							
Advising Services	301-546-0829						
Disability Support Services	301-546-0122						
Maryland Relay	800-735-2258						

For numbers not listed, please call 301-546-PGCC (7422) Monday-Thursday, 8 a.m.-8 p.m. and Friday, 8 a.m.-6 p.m.

Dual Enrollment Contact Information www.pgcc.edu/go/highschool

Caitlin Minch, Coordinator MDCompletionAct@pgcc.edu (301) 546-0876

Courtney Thrower, Advisor DualAdvising@pgcc.edu

Dual to Degree Program d2d@pgcc.edu www.pgcc.edu/dualtodegree



Dual Enrollment Handbook

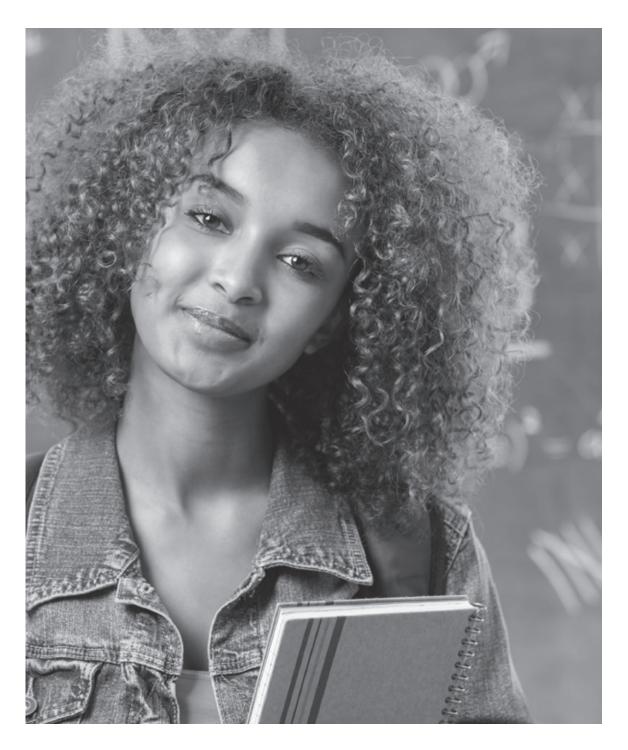
2016 - 2017



301 Largo Road Largo, Maryland 20774-2199

Phone: 301-546-PGCC (7422) • TDD: 301-546-0122

www.pgcc.edu



Dual Enrollment



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Message from the President



» Charlene M. Dukes

Welcome to Prince George's Community College



CHARLENE M. DUKES
President
Prince George's
Community College

Dear Student:

The administration, faculty, and staff of Prince George's Community College (PGCC) join me in welcoming you to the institution. Whether you have enrolled with plans to earn an associate degree and transfer to a four-year college or university, gain necessary skills through a career program and enter the workforce, or take classes for personal or professional growth—we take great pride in being chosen as your educational partner and wish you much success during your time as a student here.

We encourage you to become involved in college life by engaging in many of these wonderful opportunities. If you're new to the college or returning to continue your studies, you will find the information included in this Dual Enrollment Handbook very useful. The main purpose is to provide you with essential information that will be helpful as you pursue your educational ambitions at PGCC.

It is also intended to express the institution's expectations regarding your role as a PGCC student. Please know that the regulations in this Dual Enrollment Handbook are presented to promote the academic and social purposes of education while ensuring the safety and well-being of all students at the college.

Therefore, it is important that you take responsibility for understanding and complying with the information provided in this handbook. It is our sincere hope that your connection to PGCC will provide you with quality learning experiences and a lifetime of fond memories and new friendships.

We are dedicated to making your college experience a life-changing and enjoyable one, and we know that your success at PGCC will pave the way to an amazing future.

Charlene M. Dukes

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President

Message from the Vice President



» Tyjaun A. Lee

Message from the Vice President for Student Services



TYJAUN A. LEE, Ph.D. Vice President for Student Services Prince George's Community College

Dear Student:

As a new student at Prince George's Community College, you have chosen to be a part of an institution that transforms students' lives. We are committed to an institutional priority, designed to ensure that students are successful in reaching and completing their educational goals. This Dual Enrollment Handbook is just one step at providing you with a resource that will guide your educational experiences with us.

I extend an especially warm welcome to the newest members of our college community. To that end, I encourage you to engage in academic pursuits across the curriculum, to use the academic support services (i.e., tutoring, mentoring, Collegian Centers), to take advantage of co-curricular opportunities outside the classroom, and to participate in the many social, cultural, and athletic activities that make your experiences at Prince George's Community College truly unique.

My colleagues and I hope that each of you will achieve your goals and that you will contribute to our college community in a positive manner. We are pleased that you have chosen Prince George's Community College as your "first choice" to begin your educational journey.

Best wishes for the upcoming year,

Tyjaun A. Lee, Ph.D.

Vice President for Student Services

Program Overview



» Dual Enrollment

The Dual Enrollment Program at Prince George's Community College is a partnership with Prince George's County Public Schools that allows public school juniors and seniors to take college courses at the college while satisfying high school requirements.

The Dual Enrollment Program is an initiative under the College and Career Readiness and College Completion Act of 2013, Maryland State Senate Bill 740, which established requirements designed to increase college readiness and degree completion in Maryland. Prince George's Community College (PGCC) and Prince George's County Public Schools (PGCPS) have partnered to provide PGCPS students with this opportunity.

PGCPS will pay tuition for all students dually enrolled in qualified courses at PGCC. Fees and textbooks will be paid only for students who receive free and reduced meals at their high school. Students may take courses at any Prince George's Community College campus, which includes the main campus in Largo, University Town Center (UTC), Laurel College Center (LCC), and Joint Base Andrews (JBA).



Why Dual Enrollment?

» Chapter 1

Benefits

Research has shown that dual enrollment benefits students in many ways, including:

Dual enrollment encourages college readiness.

- Gives students a realistic idea of what college requires¹
- Increased high school graduation rate²
- Increased enrollment in college after high school¹

Dual enrollment encourages college completion.

- Increased persistence to second term and second year¹
- Increased college GPAs¹
- Increased likelihood of degree completion³
- Dual enrollment may have greater benefits for groups that struggle in college
- Greater than average GPA increase for
 - » Male students
 - » Low-income students
 - » Lower achieving students¹

Dual enrollment saves time and money!

- By taking college courses while still in high school, students are able to earn college credit while taking advantage of free tuition.
- Students may be able to save even more time by taking "dual credit" courses, which earn them both college and high school credit.

¹ Community College Research Center. (2012). What we know about dual enrollment. Retrieved from http://ccrc.tc.columbia.edu/media/k2/attachments/dual-enrollment-research-overview.pdf

² Karp, M. (2013). Dual enrollment for college completion: Policy recommendations for Tennessee. Retrieved from http://ccrc.tc.columbia.edu/media/k2/attachments/Dual-Enrollment-recommendations-Tennessee_1.pdf

³ Karp, M. (2013). Dual enrollment for college completion: Presentation to Alaska stakeholders. Retrieved from http://ccrc.tc.columbia.edu/media/k2/attachments/dual-enrollment-college-completion-alaska.pdf



College Services & Resources

While in the Dual Enrollment Program at Prince George's Community College, students are able to take advantage of many of the college's services and resources, including:

CAMPUS

Library

· Largo Campus, Accokeek Hall

Campus Computer Labs

- · Largo Campus,
 - » Bladen Hall, Rooms 103D & 104
 - » Center for Advanced Technology, Rooms 101 & 201
- Joint Base Andrews, Building 1413 on Arkansas Road
- Laurel College Center, Room 404
- University Town Center, Room 138

Campus Dining

- Main Dining Hall—Largo Campus, Largo Student Center, 2nd floor
- Cafe—Largo Campus, Center for Health Studies, first floor
- Deli-Laurel College Center, 1st floor

ACADEMIC

e-Advising

DualAdvising@pgcc.edu

Honors Program

- Largo Campus, Marlboro Hall, Room 1089
- www.pgcc.edu/go/honors

Tutoring Center

- · Largo Campus, Bladen Hall, Room 107
- Laurel College Center—Contact the Main Office at (443) 518-4162
- University Town Center—Contact the Main Office at (301) 546-8210

Writing Center

• Largo Campus, Bladen Hall, Room 107

Professor's Office Hours

 Check syllabus for office location and hours

RETENTION SERVICES

Disability Support Services

Largo Campus, Bladen Hall, Room 124

Career Services

• Largo Campus, Marlboro Hall, Suite 2102

Vocational Support Services

- Largo Campus, Marlboro Hall, Suite 2102
- Workshops available at University Town Center and Laurel College Center campuses

Beyond Dual Enrollment



» Chapter 2

Beyond Dual Enrollment

Dual enrollment students have the opportunity to continue their studies at PGCC after high school graduation. PGCC offers 63 associate degree programs, 61 certificates, and hundreds of workforce development and continuing education courses, many of which lead to certifications and licensures. Our rigorous curriculum includes career-oriented programs as well as those designed for successful transfer to a four-year college or university. Students may find a complete description of credit programs of study as well as workforce development and skills training opportunities in the current catalog, available online at www.pgcc.edu.



Students interested in continuing their studies at PGCC should make an appointment with the Dual Enrollment Coordinator for advice on their next steps and becoming part of the Dual to Degree program. This includes adding a program of study, submitting a final high school transcript, and advising on college placement test results.

Former dual enrollment students are strongly encouraged to apply for scholarships. Many competitive scholarships are awarded annually to both full- and part-time students. Please contact the Financial Aid Office or visit www.pgcc.edu/go/scholarship for a scholarship booklet and application forms in the spring semester for the upcoming academic year.

Maryland community college students who have completed the associate degree or students who have completed 56 semester hours of credit with a cumulative grade point average (GPA) of 2.0 or higher on a scale of 4.0 shall not be denied direct transfer to a Maryland public four-year institution, unless the number of students seeking admission exceeds the number that can be accommodated⁴. Meaning, if students complete an associate degree at PGCC, they may be eligible for automatic admission to any Maryland public four-year institution! Please speak with a Dual to Degree Advisor regarding transfer opportunities.

Maryland Higher Education Commission. Student guide to transfer. Retrieved from https://www.mhec.state.md.us/preparing/stuguide.asp

Qualifying for Dual Enrollment



» Chapter 3

To qualify for dual enrollment, a student must:

- Be enrolled in the 11th or 12th grade on the first day of the semester in which the course is offered. This will apply to rising 11th and 12th graders during summer session.
- Have a 2.50 cumulative high school GPA
- Be in good standing at Prince George's Community College

Please note, students are not eligible for dual enrollment the Summer semester after their senior year, they would enroll as regular college students.

If students meet these eligibility criteria, their next step is to take a college placement test:

- Students will be offered the opportunity to take the Accuplacer test at their high school.
 Students should contact the Testing Coordinator at their high school or their professional school counselor for testing dates.
- Students may also submit SAT or ACT scores.

Students must score "college-level" on at least one section of a college placement test to participate in dual enrollment. Students may only take "college-level" courses as part of the Dual Enrollment Program, so their scores will determine course eligibility. Students may not take developmental (remedial) courses as part of the dual enrollment program.

Current "college-level" scores are in the table below. Students must meet at least one of these minimum scores to qualify for dual enrollment.

Test **Minimum Score** Reading Accuplacer Reading Comprehension......79+ SAT Critical Reading500+ ACT Reading21+ Writing Accuplacer Sentence Skills.....90+ • SAT Writing500+ ACT English21+ Math Accuplacer Mathematics: » Arithmetic — — » Elementary Algebra......82+ » College-Level Mathematics......45+

Steps to Enrollment

» Chapter 4

Students interested in the Dual Enrollment Program should first speak with their professional school counselor at their high school and their parent/guardian to determine if this opportunity is right for them.

Students who meet the grade level and GPA requirements for the program may then proceed with the following steps to enrollment:

- 1. Take a college placement test.
 - a. The Accuplacer is offered in the high school twice per year to qualifying students.
 - b. Students may submit qualifying SAT/ACT scores.
- 2. New students must complete a special online application to PGCC.
 - The link to this online application is e-mailed to qualifying students via their PGCPS e-mail address.
- 3. Students should work with their professional school counselor and parent/guardian to select
- Professional school counselors will require students to submit an application packet by the established deadline.
 - a. New students must submit the following:
 - i. Completed Dual Enrollment Form
 - ii. Copy of college placement test scores
 - iii. High school transcript
 - iv. Certificate of completion for PGCC's online orientation SOAR (http://scripts.pgcc.edu/~tutorials2/Tutorials/OwlSuccessTrack/Owl Success Track/index.html)
 - b. Returning students must submit the following:
 - i. Completed Dual Enrollment Form



- Set-up a student Owl Link account on www.pgcc.edu
 to view the student schedule and bill, and make
 payment arrangements by the established deadline. Additionally, a copy of the student's schedule
 and bill will be mailed to the student.
- 6. New students must attend a mandatory new dual enrollment student orientation.
- 7. Purchase textbooks and acquire a student ID printed on any campus.
 - Students receiving free and reduced meals must come to the Largo Campus Bookstore to obtain their textbooks.
- 8. Students must contact Prince George's Community College at MDCompletionAct@pgcc.edu for any schedule changes or registration issues.

Class Selection

» Chapter 5

Types of Courses

Dual enrollment students must have their parent, professional school counselor, and principal approval for all courses taken through the Dual Enrollment Program. Dual enrollment students may take college-level credit courses for which they meet the prerequisite requirements. For all college-level credit courses, students will earn college credit at PGCC.

Students are able to earn "dual credit" for approved courses, meaning they earn both college credit and high school credit for a course taken at PGCC. The "Dual Credit Course List" has the selection of PGCC courses available for dual credit, along with the equivalent PGCPS course and credit. The current "Dual Credit Course List" is available online on the PGCC page of wwwl.pgcps.org/dualenrollment. Students should speak with their professional school counselor about dual credit concerns.

Students may also take select non-credit courses through the Dual Enrollment Program. Please contact PGCPS at dual.enrollment@pgcps.org to inquire about current eligible non-credit courses.

Qualifying for a Course

In order to qualify for a course, a student must meet the prerequisite requirements for the particular course. The prerequisite requirement for each course is listed in the "Schedule of Classes" that is posted for each semester. The prerequisite requirement is listed below the name of the course. For example, the prerequisite requirement for PSY-1010, General Psychology, is "reading proficiency." The prerequisite requirements are also listed by course in the college catalog, which also includes course descriptions.

Proficiency in reading, writing, and/or math is demonstrated by a college-level score in the corresponding section of a college placement test (see the chart of college-level minimum scores on p. 10). For example, a score of 79 or higher on the Reading Comprehension section of the Accuplacer would indicate reading proficiency, so the student would be qualified to take courses for which the prerequisite requirement is reading proficiency.

Many advanced courses require the completion of lower-level courses as prerequisites. For example, the prerequisite requirement for INT-1550 is completion of INT-1010 with a grade of C or higher.

Honors Courses

Students interested in taking Honors courses must first be admitted to the Prince George's Community College Honors Program, in addition to receiving parent/guardian, professional school counselor, and principal approval for their course selection. A one page application is required to be considered for the Honors Program. Once admitted, a student may request Honors courses on their Dual Enrollment Form. For more information and program requirements, please visit www.pgcc.edu/go/honors.

AP, IB, and CLEP Credit

Students may receive course placement and/or course credit for AP, IB, and CLEP credit. Please speak with the Dual Enrollment Coordinator about submitting a score report as part of the dual enrollment application packet.

Guidance for Selecting Courses

Resources for helping a student select their courses include:

- 1. Professional school counselor at the high school (must approve all courses)
- 2. e-Advising with the dual enrollment advisor at PGCC. E-mail DualAdvising@pgcc.edu
- 3. "Course Descriptions" chapter in the college catalog which outlines course content for every course. Click "College Catalog" on www.pgcc.edu
- 4. The Articulation System for Maryland Colleges and Universities (www.artsys.usmd.edu), a tool intended to aid the transfer of students from Maryland community colleges to the University System of Maryland institutions and other participating institutions, which lists course equivalencies between institutions.



Owl Link





Owl Link is the name of the Web student system at Prince George's Community College. It empowers a student at Prince George's Community College to access important online services. Students can pay their bill, print unofficial transcripts and class schedule, submit e-mail address changes, and request transcripts to be sent to other colleges.

the tutorial. After this initial activation, students may log in to Owl Link directly.

Students having difficulty accessing Owl Link should contact the Help Desk at (301) 546-0637, helpdesk@pgcc.edu, or Bladen Hall, Room 106 on the Largo Campus.

Accessing Owl Link



To access Owl Link, a student at Prince George's Community College and must have a current, working e-mail address on file. When new students submit the online application, they will receive a confirmation e-mail that includes

their PGCC student ID number, which is needed to activate the Owl Link account. To log in to Owl Link for the first time, go to www.pgcc.edu and click on the "Owl Link" tab at the top of the screen. Then, click "I'm New to Owl Link" in the bottom left of the screen and follow

Common Owl Link Functions

Common Owl Link functions for dual enrollment students include:

- View Account and Make Payments
- My Grades
- · My Class Schedule
- Unofficial Transcript
- · Request Official Transcript

Any time a student requests a schedule change, they should always check Owl Link to verify this change in their schedule and bill.

Owl Link: Credit Students Menu





Student Schedule and Bill

» Chapter 7

After a prospective dual enrollment student submits their application packet to their professional school counselor, PGCC will receive the packet and register the student according to the Dual Enrollment Form.

Once a student has been registered by PGCC, they can view their schedule and bill online through Owl Link. They will be mailed a welcome letter along with a registration statement (schedule and bill) to the address on file at the college. This welcome letter will include important information about new student orientation, schedule change procedures, and payment deadlines.

The schedule and bill appear together as the registration statement on a single piece of paper. The schedule is in the middle of the page, and lists the classes for which the student is registered, as well as the meeting information for the course (dates, times, location). Classes that the student dropped will also appear here, with the appropriate status listed. It is very important that students review their schedule for accuracy and contact PGCC as soon as possible if there is an error.

The explanation of charges is located on the bottom of the registration statement, which outlines each charge that appears in the bill. The breakdown at the top right of the registration statement shows the total cost for the semester, less the amount that will be paid for by PGCPS. The balance located next to "TOTAL AMOUNT DUE FROM STUDENT TODAY" is the total cost that is the responsibility of the student, to be paid by the established deadline outlined in the welcome letter. PGCPS will pay tuition for all dual enrollment students. Students are responsible for the cost of fees unless they receive free and reduced meals at school.

If students do not make payment arrangements by the established deadline, they may be dropped from their courses or not be allowed to enroll in future semesters at PGCC.



Student Schedule and Bill

» Chapter 7 — Examples of Registration Statements

Example of a registration statement for a student NOT receiving free and reduced meals at their high school:

Prince Georges Cmty College Registration Statement 05/02/1€ 10:45AM

> Advisor....: Advisor Office:

Description	Amount
Balance Forward (06/06/16) Term Charges	0.00 475.00
TOTAL CHARGES	475.00
Cash, Check & Credit Card Payments Financial Aid Transmitted Financial Aid Remaining Amounts Billed to Sponsors Amounts Paid by Deposits Due from Payment Plans Other Payments	0.00 0.00 0.00 315.00- 0.00 0.00
TOTAL AMOUNT DUE FROM STUDENT TODAY	160.00

PAYMENT DUE AT TIME OF REGISTRATION

SCHEDULE Course/Description	Days	Times	Location	Bldg/Room	Instructor	Start Date	End Date	Cred/ CEU's	Stat
ART-1010-LD03 Introduction to Art	нтитн	08:00AM 10:00AM	LARGO	MARL 1019		07/12/1€	08/15/16	3.00	New

EXPLANATION OF CHARGES

Term	Date	Invoice	*	Code	Description	Charges	Due Date
		(06/06/14			08/15/16)		
201€SU 201€SU 201€SU	06/06/1	é	-	FCREG	Instruct Service Fee - Credit Registration Fee - Credit In County Tuition - Credit	135.00 25.00 315.00	
Subtot	al Curren	t Registra	atio	n Char	ges	475.00	
	t Other C TERM CHAR					0.00 475.60	

Example of a registration statement for a student receiving free and reduced meals at their high school:

Prince Georges Cmty College Registration Statement 05/02/16 10:4€AM

Advisor....: Advisor Office:

Description	Amount
Balance Forward (06/06/16) Term Charges	0.00 475.00
TOTAL CHARGES	475.00
Cash, Check & Credit Card Payments	0.00
Financial Aid Transmitted Financial Aid Remaining	0.00 0.00
Amounts Billed to Sponsors Amounts Paid by Deposits	475.00- 0.00
Due from Payment Plans Other Payments	0.00 0.00
•	
TOTAL AMOUNT DUE FROM STUDENT TODAY	3.00

PAYMENT DUE AT TIME OF REGISTRATION

SCHEDULE Course/Description	Days	Times	Location	Bldg/Room	Instructor	Start Date	End Date	Cred/ CEU's	Stat
ART-1570-LD02 Intro to Computer Graphic	HTWTH	12:30PM 04:30PM	LARGO	MARL 1016		07/12/1€	08/15/16	3.00	New

Term Date	Invoice \$	Code Description	Charges	Due Date
TERM CHARGES	(0€/0€/16 t)	nrough 08/15/16)		
Current Regis	tration Charges	·		
2016SU 06/06	/16	FCIS Instruct Service Fee - Credit	135.60	
2016SU 06/06	/16	FCREG Registration Fee - Credit	25.60	
2016SU 06/06	/16	TCPG In County Tuition - Credit	315.60	
Subtotal Curi	ent Registratio	on Charges	475.00	
	Charge		0.60	
Current Other FOTAL TERM CH			475.60	
TOTAL TERM CE	ARGES		3/5.00	

Student Schedule and Bill

» Chapter 7 (cont.)

Schedule Changes

Students wishing to change their schedules must contact the Dual Enrollment Coordinator at MDCompletionAct@pgcc.edu.

- For students requesting to change sections or drop a class: Complete PGCC's Add/Drop Form and e-mail it to MDCompletionAct@pgcc.edu
- For students requesting a new course: Complete a new Dual Enrollment Form, obtain all signatures, and e-mail it to MDCompletionAct@pqcc.edu

Forms are available at www.pgcc.edu/go/highschool.

Dropping & Withdrawing

Students may request to drop a course for which they are registered if they would no longer like to take the course, following the request procedure above. Dropping a course means that the course does not show up on the transcript and the student will not receive a grade for the course.

When a student withdraws from a course, he or she will receive a grade of W. Students considering withdrawing from a course must discuss this option with their PGCPS professional school counselor and the PGCC Dual Enrollment Coordinator. PGCPS reserves the right to charge students who receive a course grade of an "E" or "F", or who withdraw from a course, 90% of the tuition paid. PGCPS also reserves the right to not pay for future courses. For dual credit courses, an "E" or "W" will appear on the student's high school transcript. For all courses, an "F" or "W" will appear on the student's college transcript.

Refunds (non-FARMS Students)

If a student drops a course for which they have already paid, they may be entitled to a refund. All refunds are calculated based upon the number of calendar days (not class days) that have elapsed since a class began, to include the first day of class. The deadline is therefore no longer a specific date for all courses; each section is refunded according to its own starting date. One set of rules applies to courses longer than five weeks in length; another applies to those of less than five weeks in duration.

For courses longer than five weeks in length, the following refund periods apply:

- Course dropped prior to start of class: 100%
- Course dropped on the 1st or 2nd calendar day before midnight: 100%
- Course dropped on the 3rd through the 9th calendar day before midnight: 75%
- Course dropped on the 10th through the 14th calendar day before midnight: 50%
- Course dropped the 15th calendar day or later: No refund.

For courses five weeks or shorter, the following refund periods apply:

- Course dropped prior to start of class: 100%
- Course dropped on the first or second calendar day before midnight: 100%
- Course dropped the third calendar day before midnight: 75%
- Course dropped the fourth calendar day or later: No refund.



The effective date for calculation of a refund for a credit course shall be the date the Add/Drop Form is e-mailed to MDCompletionAct@pgcc.edu.

In addition, the following apply:

- 1. No refund of application fee, registration fee or late registration fee.
- 2. One hundred percent (100%) refund if the class is canceled or rescheduled by the college.
- 3. No refunds will be given after the deadlines listed in the refund schedule above.
- 4. Refunds of payments made by credit card will go back to that card as a credit if payment was made directly to the college. Students on the NBS Payment Plan whose payments are being taken from a credit card will have refunds follow the preference chosen when they activated their Owl Debit Card.
- 5. All other refunds are issued electronically according to the preference set by the student when they activated their PGCC Owl Debit Card. No paper checks will be issued.

Textbooks

» Chapter 8



Textbooks are an Important Financial Consideration

Please visit <u>www.pgccbookstore.com</u> to look up the textbooks required for courses.

Students are responsible for the cost of textbooks, unless they receive free and reduced meals at school. Students may purchase textbooks from the PGCC Bookstore in the Largo Student Center or from another vendor. Textbook costs vary.

If a student qualifies for free and reduced meals, their textbooks will be paid for by PGCPS, and they may pick them up from the PGCC Bookstore, located in the Largo Student Center on the Largo campus. Please bring a photo ID and give the student's name to the cashier at the register.

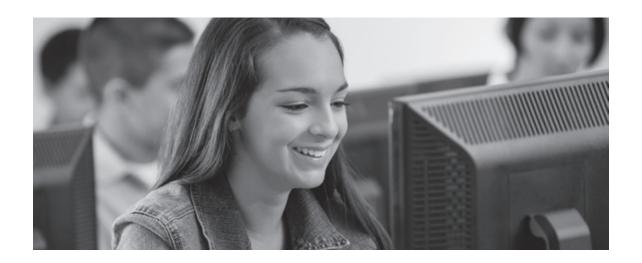


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Owl Mail & Owl Alert



» Chapter 9



Owl Mail

All credit students are issued a PGCC e-mail account, called Owl Mail. Students are expected to activate this account immediately. Owl Mail is the only e-mail address college faculty/staff will use when communicating with students.

Once a student is registered for courses, follow the instructions below to activate the student's Owl Mail account:

- 1. Go to www.pgcc.edu
- 2. Click on "Owl Link" at the top of the screen
- 3. Log into Owl Link and select the blue "Credit Students" button on the right
- 4. Scroll down to the "My Communication" heading on the bottom right
- 5. Select "Owl Mail New User Activation (Student Use Only)" and follow the instructions

In the future, students should log into their Owl Mail account from the "E-mail" link at the top of the PGCC home page.

Owl Alert

Students should sign up for Owl Alert, the college's text messaging and e-mail notification system, for alerts such as college closings and delays, available at www.pgcc.edu/go/owlalert. Please note that students must follow PGCC's closing and delay schedule for their courses at PGCC, which may not align with the closing and delay schedule for PGCPS.

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Grading

» Chapter 10



At the end of each semester or term, the semester grade point average and cumulative grade point average (GPA) are calculated. Both GPAs are shown on the official PGCC transcript. Grades earned in courses awarded in transfer from other institutions are not used in the calculation of the cumulative GPA and are not reflected in total credits earned.

The Following Grades Earned At The College Are Used In The Calculation Of The GPA:

Grade	Meaning	Quality Points
Α	Excellent; well above average	4
В	Good; above average	3
С	Average	2
D	Minimum passing; below average	e 1
F	Failure	0
FX	Failure due to ceased attendance	e 0
F*	Failure as a result of academic di	ishonesty 0

The grades listed above are those that are used to calculate a student's GPA. However, certain courses may not use all of the grades listed above to evaluate student performance at the end of the semester. Specifically, faculty in certain courses may determine that some of the grades listed above are inappropriate for the particular course.

FΧ

The FX grade may be assigned by the faculty member to any student on the roster who did not officially withdraw from the course but who failed to participate in course activities through the end of the period. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible.

The Following Grade Designations Are Not Used In The Calculation Of The GPA:

Audit (not for credit)

Signifies that a course was not taken for credit. The tuition and fee charges for auditing a course are the same as if the course were taken for credit, but auditing students are not evaluated and do not receive a grade.

ı Incomplete

A grade that is normally assigned if a student has satisfactorily completed 75 percent or more of a course's requirements but cannot finish on time due to extenuating circumstances. To receive this grade, an Incomplete Contract must be signed by the student, faculty member, and appropriate department chair or dean and submitted to the Office of Admissions and Records when final grades for the course are submitted. Any incomplete grade must be made up prior to the end of the subsequent semester or the I grade is changed to F. Students should not re-register for a course in which they have an I grade. It is the responsibility of the student to contact the instructor who assigned the I grade and arrange to complete the work required for a regular grade to be assigned.





NA Never Attended

The NA grade may be assigned by the faculty member to any student on the roster who never attends or academically participates in the class during the first three weeks of class (or the equivalent of 20% in short courses)

P Passing

Signifies a passing grade in a nongraded course.

IP Incomplete, in progress

The grade of IP is reserved for modularized courses in which students have demonstrated progress but did not complete all modules in the class. The number of modules necessary to achieve an IP grade is consistent across all sections in a course. Students who receive an IP grade must register for the next course in the sequence in the following semester.

TP Toward Passing

A deferred grade used to signify that the student was progressing but was unable to achieve the necessary level of proficiency prior to the end of the semester. A student receiving the TP grade was asked to reregister for the course in a subsequent semester. Not given after fall 2008.

Q Withdrawn for nonattendance

Assigned by the instructor to a student who either never attended a course or who ceased attendance during the first 20 percent of the course. The Q is a final grade and is treated as a withdrawal for GPA purposes. Once assigned, the Q will not be replaced with a W at a later time. Not given after summer 2015.

W Withdrawal

Indicates that the student voluntarily withdrew from the course prior to the twelfth week of classes or the equivalent.

N No grade

No grade submitted at the time grades were being processed.

Please see the Academic Policies and Information chapter of the current college catalog (available at www.pgcc.edu) for further information on grade reports, repeated courses, and transcripts.

Grades and High School Transcripts

All courses taken as a part of the Dual Enrollment Program will count for college credit and be included on the PGCC transcript. Only courses counting for "dual credit," meaning both high school and college credit, will appear on the student's PGCPS high school transcript. These courses will be weighted on a 5.0 scale on the high school transcript. The list of current dual credit courses is available at www.lpgcps.org/dualenrollment. Please speak with the student's professional school counselor about dual credit course options.

Grading

» Chapter 10 (cont.)



Academic Standing at PGCC

Please see the Academic Policies and Information chapter of the current college catalog for information on academic standing (available at www.pgcc.edu).

Students in the Dual Enrollment Program must remain in good academic standing to continue to participate in the program. Should a student be placed on academic warning, they will be allowed to participate in the Dual Enrollment Program during the following semester, however, they must achieve at least a 2.00 semester GPA every period enrolled. A student on academic warning who fails to reach the prescribed minimum standard is placed on academic restriction, and will no longer be able to participate in the Dual Enrollment Program.

Attendance

While each faculty member has the authority to set attendance and participation requirements for his/her classes, the college in general expects that students will regularly attend the classes for which they are registered from the first day onward. In the case of distance learning courses, the expectation is for participation through timely completion of assignments, involvement in online discussion groups, contact with the instructor to ask a question about the academic subject studied in the course, and other such indicators of engagement with the course.

Faculty are required to give a student an NA if he or she fails to attend or participate in a class during the first 20 percent of its meeting dates. The NA grade does not count as a course attempt and has no impact on a student's GPA. Students who have been given an NA by the instructor may not change this grade to a W at a later time in the semester. Students assigned an NA grade are still responsible for the cost of fees associated with the course.

Please note, students must follow PGCC's Academic Calendar for their PGCC courses. Holidays and days off do not always align between Prince George's Community College and Prince George's County Public School System.

Academic Complaints

Students who want to contest a final course grade must follow the process for academic complaints, as outlined in the current College Catalog. Students must indicate their intent to appeal within 30 days of the electronic posting of the grade. Appeals that are filed after 30 days of the electronic posting of the grade will not be considered. The appeal must be submitted by e-mail or hard copy to the department chair or departmental office and must be accompanied by a completed Student Complaint Form. This form is located on mypgcc.edu.

Complaints of an academic nature are generally resolved within the division offering the course in which the complaint occurs. Questions about grades and performance in class should normally be discussed first with the instructor. Complaints that are not resolved in this fashion or that are not suitable for resolution in this way should be referred to the department chair or to the dean who is administratively responsible for the department. Appeals of decisions in academic matters may be directed to the vice president for Academic Affairs or her designee.

Impact

» Chapter 11



The Impact Of Dual Enrollment and Satisfactory Academic Progress

The grades earned while participating in the Dual Enrollment Program are part of a student's official college record and establishes college GPA and course completion record. The record at PGCC will follow the student whether they continue at PGCC after high school graduation or attend another college or university.

Participation in the Dual Enrollment Program can have many benefits, including academic success and saving time and money. However, there can also be negative consequences to low academic performance.

Even though current high school students are not eligible to receive financial aid, performance in college classes now will impact a student's eligibility for financial aid after high school graduation. In order to be eligible for financial aid, students must maintain satisfactory academic progress (SAP), as demonstrated by GPA and course completion record. Please see the current college catalog for further information on SAP policies (available at www.pgcc.edu).



Furthermore, if students are taking courses for dual credit and/or for high school graduation requirements, their grades may impact their high school record and graduation eligibility.

Additionally, PGCPS reserves the right to charge students who receive a course grade of an "E" or "F", or who withdraw from a course, 90% of the tuition paid. PGCPS also reserves the right to not pay for future courses. For dual credit courses, an "E" or "W" will appear on the student's high school transcript. For all courses, an "F" or "W" will appear on the student's college transcript.

Dual Enrollment Handbook Chapter 11—Impact 25

College Policies

» Chapter 12

Student ID Cards

All students must obtain and carry a college issued photo ID card. The college expects that students will be able to provide their college photo ID upon request and as a requirement prior to the use of college facilities and services. All credit students must have their validated PGCC photo ID card visible.

On the Largo campus, new students may obtain an ID card at the library, the Admissions and Records Office, or from the Weekend Office, after registration in their first semester. Photo ID cards and validation stickers are also available at University Town Center, Laurel College Center, and Joint Base Andrews campuses. A paid tuition receipt and another photo ID card or a current passport/work authorization card/permanent resident card must be presented before obtaining a new ID card.

Returning students should have their ID cards validated for each semester of enrollment.

Students who lose their ID card must pay a \$10 reissue fee.

Students' Rights and Responsibilities

The institution, supported by the Board of Trustees, guarantees to all students at the college certain rights and responsibilities subject to college policies and regulations. The college president is authorized to make, promulgate, issue, rescind, and amend reasonable rules, regulations, and procedures to carry out this policy.

For details on students' rights and responsibilities at Prince George's Community College, see the "Policies and Regulations" chapter of the Student Handbook at http://www.pgcc.edu/student life/student handbook.aspx.

Student Code of Conduct

Dual enrollment students are to abide by both the PGCPS student code of conduct and the PGCC student code of conduct. The PGCPS student code of conduct is available in the Student Rights & Responsibilities Handbook at http://wwwl.pgcps.org/students. The PGCC student code of conduct is available in the "Policies and Regulations" chapter of the Student Handbook at http://www.pgcc.edu/student life/student handbook.aspx.

Code of conduct violations include:

- Violations of integrity: Academic dishonesty, computer misuse, non-academic falsification/ fraud, theft
- Violations of social justice: Discrimination, harassment
- Violations of respect: Bullying, cyber-bullying, public exposure/indecency, threats, sexual misconduct, stalking
- · Violations of responsibility: Alcohol, drugs, failure to comply, food/beverage in restricted areas, off campus violations
- · Violations of community standards: Dangerous/hazardous behavior, disruptive/ disorderly behavior, gambling, profanity, vandalism, weapons

For information on the student conduct process, please see the "Policies and Regulations" chapter of the Student Handbook at http://www.pgcc.edu/student life/student handbook.aspx.



Records Policy (FERPA)

In compliance with the Federal Family Education Rights and Privacy Act of 1974 (FERPA), Prince George's Community College is prohibited from providing certain information from your student records to a third party. Examples of such records are grades and GPA, registration activity, academic progress, academic standing, enrollment status, financial aid awards and disbursements, financial aid eligibility, scholarships, loan disbursements, billing and payment history, communication history, account balances, collection activity, billing statements and past due amounts.

This restriction applies, but is not limited, to parents, spouses, or sponsors.

You may, at your discretion, grant or revoke the permission for the College to release information about your educational records to a third party by submitting a completed FERPA Consent for Access form. Please be aware that:

- The College does not automatically send information to a third party.
- Your authorization may be revoked at any time using the FERPA Consent for Access form.
- College policy prohibits the release of certain aspects of student records (e.g. grades, GPA) via phone or e-mail.
- Persons granted access to educational records are required to provide photo identification prior to the release of any student information.

FERPA Consent for Access forms are available at Dual Enrollment new student orientation, as well as from the Office of Admissions and Records on the Largo Campus, in Bladen Hall, Room 126.

For further information on student rights with respect to education records afforded under FERPA, please see the college Catalog, available online at www.pgcc.edu.

What's Next?





Beyond Dual Enrollment

Dual enrollment students have the opportunity to continue their studies at PGCC after high school graduation. PGCC offers 63 associate degree programs, 61 certificates, and hundreds of workforce development and continuing education courses, many of which lead to certifications and licensures. Our rigorous curriculum includes career-oriented programs as well as those designed for successful transfer to a four-year college or university. Students may find a complete description of credit programs of study as well as workforce development and skills training opportunities in the current catalog, available online at www.pgcc.edu.



Students interested in continuing their studies at PGCC should make an appointment with the Dual Enrollment Coordinator for advice on their next steps and becoming part of the Dual to Degree program. This includes adding a program of study, submitting a final high school transcript, and advising on college placement test results.

Former dual enrollment students are strongly encouraged to apply for scholarships. Many competitive scholarships are awarded annually to both full- and part-time students. Please contact the Financial Aid Office or visit www.pgcc.edu/go/scholarship for a scholarship booklet and application forms in the spring semester for the upcoming academic year.

Maryland community college students who have completed the associate degree or students who have completed 56 semester hours of credit with a cumulative grade point average (GPA) of 2.0 or higher on a scale of 4.0 shall not be denied direct transfer to a Maryland public four-year institution, unless the number of students seeking admission exceeds the number that can be accommodated⁴. Meaning, if students complete an associate degree at PGCC, they may be eligible for automatic admission to any Maryland public four-year institution! Please speak with a Dual to Degree Advisor regarding transfer opportunities.

Maryland Higher Education Commission. Student guide to transfer. Retrieved from https://www.mhec.state.md.us/preparing/stuguide.asp

References **[**[

What We Know About Dual Enrollment. Community College Research Center. (2012) Retrieved from http://ccrc.tc.columbia.edu/media/k2/attachments/dual-enrollment-research-overview.pdf

- Dual Enrollment for College Completion: Policy Recommendations for Tennessee. Karp, M. (2013). Retrieved from http://ccrc.tc.columbia.edu/media/k2/attachments/
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- Student Handbook and Daily Planner 2015–2016. Prince George's Community College (2015). Retrieved from http://www.pgcc.edu/uploadedFiles/Pages/Student_Life/2015-16%20Student%20Handbook%20Web1.pdf
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Notes

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Notes



30 Dual Enrollment Handbook

Notes



Dual Enrollment Handbook





NOTE: While this handbook is intended to be a fair summary of certain matters of interest to students, its readers should be aware that (1) this handbook is not intended to be a complete statement of all college procedures, policies, rules, and regulations; (2) the college reserves the right to change without notice any academic or other requirements, course offerings, course contents, programs, procedures, policies, rules, and regulations that may be contained in this handbook; and (3) departmental procedures, policies, rules, and regulations, whether or not contained in this handbook, may be applicable to students in those departments. In the event any provision of this handbook conflicts with the Prince George's Community College Code of Policies, Rules, Regulations, and Procedures, the provisions of the code shall prevail.

Nondiscrimination Statement

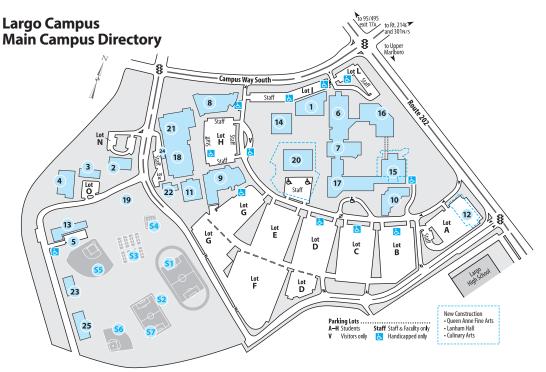
Prince George's Community College is committed to a policy of equal opportunity for all persons to the end that no person, on the grounds of sex, age, race, color, religion, national origin, ancestry, marital status, sexual orientation, or status as a qualified individual with a disability, qualified disabled veteran, or Vietnam-era veteran, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of this institution. Under this policy, this institution will not discriminate against any person on the grounds of sex, race, age, color, religion, veteran's status, disability, ancestry, marital status, sexual orientation, or national origin in its admission policies and practices or any other policies or practices of the institution relating to the treatment of students and other individuals, including employment, the provision of services, financial aid, and other benefits, and including the use of any building, structure, room space, materials, equipment, facility, or any other property. One who believes oneself or any specific class of individual to be subject to prohibited discrimination may, by oneself or through a representative, file a written complaint with the Office of Civil Rights of the Department of Education or with the college president, or both. The Chief of Staff, Kent Hall, Room 130, 301-546-0170. coordinates the college's program of nondiscrimination.

Title IX

Prince George's Community College, as a recipient of federal financial assistance, is subject to Title IX of the Education Amendment of 1972, as amended. It is college policy not to discriminate on the basis of sex in the educational programs or activities that it operates. This policy not to discriminate in educational programs and activities extends to admission to the college. The college actively encourages the enrollment of interested students, regardless of race, sex, national origin, age, color, ancestry, religion, marital status, veteran's status, or disability, in all of its educational programs, and fully supports student access to all programs without regard to sex stereotyping or other such limitations. Inquiries concerning the application of Title IX may be referred to the director of the Office of Civil Rights of the Department of Education or to the vice president for student services, Kent Hall, Room 119, 301-546-0412.

Accessible Transportation

Accessible transportation will be provided to accommodate disabled persons on all school sponsored trips. Requests for accommodations must be made a minimum of 15 days prior to any trip.



1. Accokeek Hall

eLearning Library

2. Annex A

Academy of Health Sciences Classrooms

3. Annex B

Academy of Health Sciences Offices and Owls Nest

4. Annex C

ESL
GED/NEDP Programs
Next Step Training and Education
Youth@Work/SYEP Job Training
PGCC Cares

5. Auto Bay

6. Bladen Hall (north)

Welcome Center

Adult Education

Admissions and Records
Advising and Transfer Services
Cashier
Counseling Services
Disability Support Services (DDS)
Enrollment Services
Financial Aid Office (FAO)
Health Education Center (nurse)
International Student Services
Recruitment
Registration
Veterans Services

7. Bladen Hall (south)

Campus Police Substation College Lab Services (computer labs) Language Studies Lab Student Assessment Services (Testing Center)

Tutoring and Writing Centers 8. Center for Advanced Technology College Lab Services (computer labs)

Center for Health Studies
 International Education Center
 Marvelous Market

10. Chesapeake Hall

11. Continuing Education Building Classrooms

12. Culinary Arts

13. Facilities Management Building College Police

14. Kent Hall

Administration Human Resources Workforce Development and Continuing Education Offices

15. Lanham Hall

Closed for Renovations

16. Largo Student Center

Bookstore Campus Dining College Life Services Community Rooms A. B. C

Rennie Forum

17. Marlboro Hall

Career Services
Marlboro Gallery
Student Development
Resource Center (SDRC)
Student Support Services (TRiO)
Vocational Support Services (VSS)

18. Novak Field House

19. Picnic Grove

20. Queen Anne

Closed for Renovations

21. Robert I. Bickford Natatorium

Pool Racquetball Courts Weight Room

22. Steel Art Building

23. Storage

24. Temporary Building (T3)

25. Warehouse

ATHI FTICS FACILITIES

- **S1** Track/Practice Soccer Field
- **S2** Golf Range
- 53 Tennis Courts
- **S4** Racquetball Courts
- S5 Baseball Diamond
- **S6** Softball Diamond
- 57 Main Soccer Field







301 Largo Road Largo, MD 20774 301-546-PGCC (7422)

Enhance | Cultivate | Foster | Promote pgcc.edu