



Registering for Courses

Chapter 2

WHILE STUDENTS APPLY FOR ADMISSION only once during a period of attendance at the college, they must register for classes every semester they wish to attend. Registration involves selecting courses each semester that meet the student's academic needs and that are offered in a manner consistent with each student's time and place requirements.

Course Prerequisites and Placement

Most courses require a student to possess a certain level of prior knowledge or proficiency in order to be successful in mastering the subject content of the course. These prescribed levels of prior knowledge or proficiency are known as course prerequisites. Most introductory level courses do not require other courses to precede them, but do require certain levels of proficiency in reading, writing and/or mathematics. Such basic skills prerequisites are indicated in the course description as "reading proficiency level," "writing proficiency level" and/or "mathematics proficiency level" prerequisites. Other courses may require that certain specific courses precede them. In such cases, the course description will contain a reference to one or more prerequisite courses.

Students who not achieve satisfactory placement test scores will be required to complete prescribed developmental courses before enrolling in credit courses. Placement test prerequisites for course enrollment are waived for students who already hold a college degree (associate's degree or higher), students who have previously completed college-level courses having substantially equivalent skills requirements, and students whose background or work experience, in the judgment of the appropriate dean or designee, indicates a reasonable capability for success in the course(s) in question.

Registration Steps

Students may register any time during an extended period designated for each of three semesters—fall, spring, and summer. However, classes are filled on a first-come, first-served basis. Students who wait to register until late in the designated period may be forced to take classes at less than ideal times or places since first-choice classes may be full or otherwise unavailable. Students are expected to register before classes begin. A penalty fee of \$30.00 is assessed when students wait until after a semester has begun to register for classes.

Registration involves the following steps:

- Studying a schedule of classes that lists all offerings for a particular semester.
- Selecting classes consistent with a curriculum, prior coursework and/or placement test scores.

- Consulting with an academic advisor as needed or required by the college.
- Completing a registration form and submitting that form for processing. This may be done in person or electronically, as described in the next section.
- Receiving a tuition bill. Students who register in person will be given the bill at the time they register. Those who register by telephone or internet will have bills mailed to them.
- Paying the tuition bill by the due date given.

Different Ways to Register for Classes

New and readmitted students must register in person for their first semester.

Returning students may register each semester in any one of the following ways:

- In person, at the main campus in Largo, at the Admissions and Records Office, Lanham Hall Room 112A
- In person, at the Laurel College Center in Laurel, at the University Town Center in Hyattsville, and (for those who have a military ID) at Andrews Air Force Base
- By telephone, using the STAR system. Call 301-499-6612.
- Over the Internet, using e-STAR. Go to the college's Web site, www.pgcc.edu, to access this option.

Different Ways to Take Courses

Classroom Instruction

Most students at the college take their courses in a traditional classroom setting. Courses may meet three or four days per week for an hour, two days a week for 90 minutes or once a week for two-and-a-half hours or more. Classes are also scheduled in a variety of other formats, from intensive one-week workshops to Sunday afternoon sessions. Students may choose those days and times that best fit their schedules.

Weekend College

The Weekend College serves the needs of those who may not be able to participate in college credit courses during the week. It offers students a wide variety of courses in a shortened format. A student may choose to enroll in courses that meet on three or four alternating weekends. The weekend (Friday-evening and all day Saturday) schedule permits a student to enroll in three courses within one semester. In addition, the college offers a wide range of Saturday-only or Sunday-only courses that meet over a 14-

week period on Saturday and/or Sunday mornings or afternoons.

Some weekend classes have enrollment deadlines; therefore, it is recommended that students register at least two to three weeks prior to the beginning of a weekend course to receive a detailed syllabus and complete any assignments that need to be accomplished prior to the first class session. Early registration deadlines are published in the class schedule. While most weekend courses meet at the Largo campus, additional weekend courses are offered at Andrews Air Force Base and the University Town Center sites.

Distance Learning

As an alternative to the traditional, classroom, face-to-face learning environment, the college offers a wide variety of courses that use interactive Web-based applications, videotape, interactive video, multimedia computer applications and voice messaging in varied combinations to deliver instruction. Students who enroll in distance learning courses typically seek added convenience, greater independence and more autonomy in pursuing their coursework. Students may elect to take a combination of traditional and distance-delivered courses to help them earn a degree or gain college credit.

The college is a participant in “Going the Distance,” a national initiative to help college students earn a degree through telecourses or other distance learning modes.

Online (Web-based) Courses

Credit: 301-386-7566 (www.pgconline.com)

Noncredit: 301-322-0159 (www.ed2go.com/pgcc)

Courses offered through Web-based applications use many different strategies to provide students with the tools to learn and to engage students in the learning process. Lecture notes, assignments, self-assessments, related learning topics, communication with the instructor and collaboration with other students are performed through the Internet. The college participates with Maryland Online (MOL), which allows PGCC to provide Web-based courses delivered through other community colleges in Maryland. Noncredit online courses are offered in six-week formats in cooperation with Education to Go.

Telecredit Courses

Accokeek Hall, Room 313

301-322-0463

Telecredit courses offer another convenient way for students to conduct their coursework at a distance from the campus. There are four important components to a telecredit course:

- 1) a series of video lessons (typically one hour of programming per week);
- 2) a comprehensive study guide;
- 3) an academic textbook; and
- 4) an on-campus instructor.

Interaction with the instructor takes place using a combination of voice messaging, regular mail, e-mail and, in some cases, via the Web. All course components work together to provide a high quality college course covering the same material (for the same number of credits) as an on-campus course.

PGCC telecourses are broadcast on PGCC-TV, the college's educational access channel (Comcast Communications 75). Andrews Air Force Base residents can view PGCC-TV on channel 53. A limited number of telecourses are also broadcast on WMPT-TV 22. Students may tape the broadcasts on their VCRs, or may view telecourse tapes in the college's Library/Media Center. A large number of telecourses are available for videocassette rental.

Maryland Online (MOL)

301-386-7566

MOL, a consortium of all the community colleges in the state, provides a mechanism for offering distance learning courses and degree programs to students seeking educational options via the Internet. The consortium allows students to participate in courses offered by any of the provider community colleges, while receiving credit, student support services and learning resources from Prince George's Community College. Students register at the college, paying the standard tuition charges, in order to access these courses.

Interactive Video

301-322-0781

The college offers multiple interactive video classrooms that allow students to take classes simultaneously with others who may physically be at different colleges, institutions and business sites. This provides a unique opportunity to interact and collaborate with a diverse group of students.

Additional Locations (Extension Centers)

For those unable to travel to the Largo campus, the college provides three additional locations that offer a wide range of credit courses and opportunities for degree attainment. Courses at these locations are identical in title, number, course content and credit to those available at the Largo campus. Noncredit continuing education courses are also offered at most locations. In most cases, these locations are open the same hours as are student services offices on the Largo campus—8:30 a.m.–8 p.m., Monday–Thursday and 8:30 a.m.–5 p.m. on Friday. All college policies and academic regulations in effect on the Largo campus also apply at the other locations. And while the college makes every effort to provide a full range of services at each location, there may be some services which, because of their specialized or complex nature, are unavailable anywhere but the main campus in Largo.

Andrews Air Force Base*

*Building 1413, Arkansas Road
Andrews AFB, MD
301-322-0778 or 301-981-5949*

Students attending classes at this site may complete the requirements for an associate's degree in general studies or take courses toward degrees in a variety of transfer and career programs. Academic advisors staff the center during class hours to assist with academic planning. Library and audiovisual services also support instructional areas.

The AAFB degree center, because of its location on Andrews Air Force Base, has special requirements for access. Students who do not live or work on the Base or who do not have a valid military ID card must submit to a special background check before attending classes for the first time each semester. Full details of this process can be found in each semester's schedule of classes.

**University Town Center*
(formerly Metro Center)**

*6505 Belcrest Road
Hyattsville, MD
301-386-7580 or 301-277-5934*

Students at the University Town Center may complete requirements for a degree in general studies or complete significant portions of other transfer and career programs. In addition, the University Town Center offers a full array of courses for non-native speakers of English as well as developmental courses in reading, mathematics and English. A broad range of advising, testing and support services are provided to assist students in their academic planning.



Laurel College Center

Laurel College Center*

*312 Marshall Avenue
Laurel, MD
1-866-228-6110*

The Laurel College Center is unique in that it is operated in conjunction with Howard Community College. Most courses offered at the Center are available to students from both colleges, with students registering at the college from which a degree is sought. This site focuses on degrees in general studies, business administration, criminal justice and information technology. Teacher certification courses are also offered.

For more information about the centers, visit the college's Web site at www.pgcc.edu, click on Students, under Academic Programs, click on Degree and Extension Centers.

**For directions and maps, see pages 194-198.*



University Town Center



Andrews Air Force Base