

SUPPLEMENTAL FAQ GUIDE

Get answers to frequently asked questions




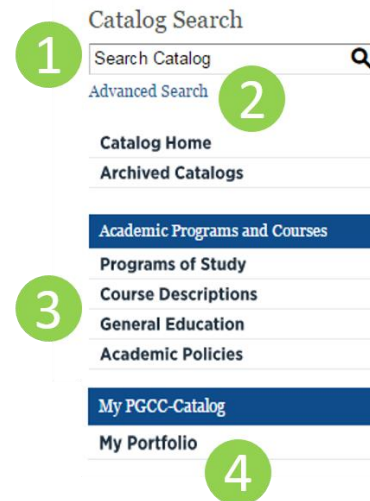
This supplemental frequently asked question (FAQ) guide provides information and step-by-step instructions on how to perform frequently asked about tasks in the Online Catalog.

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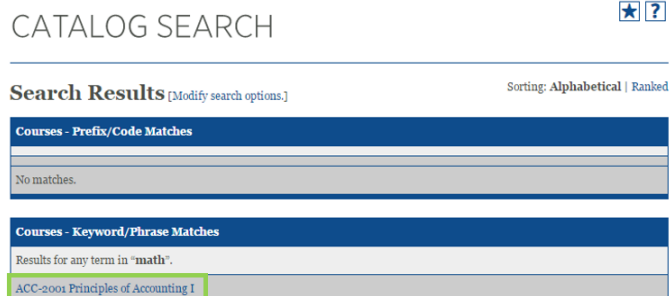
How do I search and save content?

- 1 The **Search Catalog** feature allows you to type in a search term and find content.
- 2 The **Advanced Search** feature helps you narrow down the content that you want. Find *courses*, *programs*, *all curriculum*, and *other content*.
- 3 You can also **browse content** by simply selecting the links on the left navigation.
- 4 The **My Portfolio Tool** allows you to save courses, programs, links, divisions, and past searches so that they are easy to find later. You can use **any** email address to set up your account. Look for and click the star  icon in the top section of a page that you want to save to your portfolio.



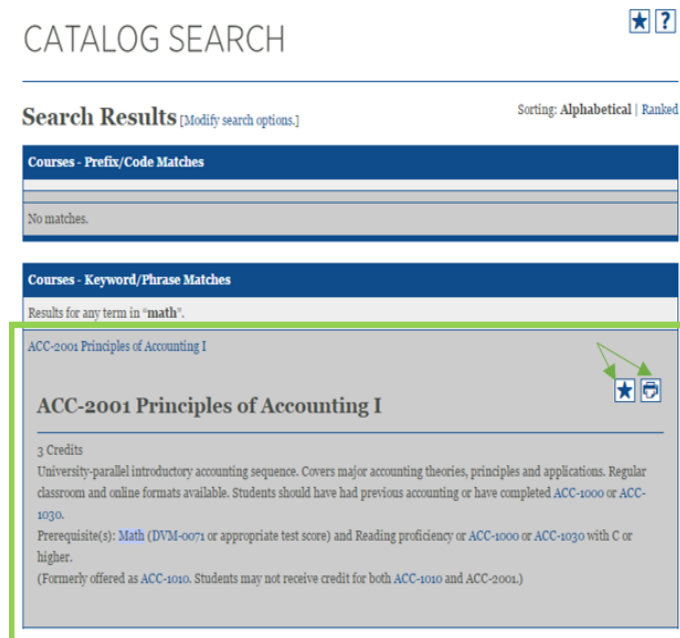
How can I see the full course description after performing a course search?

- Step 1** Click on the name of the course that you would like to view.



- Step 2** The link will then expand the content at which point you can click the **star** or **print icon** to save the course to the My Portfolio tool or print the description.*

*You can use the **Print option to print to PDF option, which will save the content as a PDF file.**



How do I use the My Portfolio feature?

- Step 1** Select **My Portfolio** from the left navigation menu.
- Step 2** Follow the instructions listed on the page for signing up. If you forget your password, enter your email address only and select the Reset Password button beneath the Reset Password field.

NOTE: You may use any email address to sign up.

- Step 3** During the course of navigating the online catalog, add content to the My Portfolio feature by selecting the **star icon**.

CATALOG SEARCH

Search Results [Modify search options.]

Sorting: Alphabetical | Ranked

Courses - Prefix/Code Matches

No matches.

Courses - Keyword/Phrase Matches

Results for any term in "math".

ACC-2001 Principles of Accounting I

How do I access the Online Catalog on a mobile device?

PLEASE NOTE: All employees and students download and access mobile applications at their own risk as the Technology Services Help Desk is not authorized to troubleshoot issues with mobile devices.

MOBILE ACCESS

A mobile version of our catalog can be viewed on your Android or Apple device. Scan the QR code to connect to the MC mobile catalog.

If you don't have QR software on your mobile device, click on the [Apple App Store](#) button or the [Google Play](#) button to the right.

IMPORTANT MOBILE VIEWING TIPS

High resolution mobile devices, such as an iPad, will show up in the desktop version of the online catalog. Some low resolution mobile devices may show up with a mobile version of the catalog. For the best viewing experience, please access the online catalog from a desktop computer or high resolution device.



How do I print my degree plan while in the Online Catalog?

Step 1 Click the **Programs of Study** link from the left navigation.



Step 2 Scroll down the page and click the link of a particular Program of Study.

Associate of Arts

- Art Option, General Studies, A.A.
- Biology Option, General Studies, A.A.
- Chemistry Option, General Studies, A.A.
- Communication/Public Relations-Journalism Option, General Studies, A.A.
- Criminal Justice Transfer Option, A.A.
- Dietetics Option, General Studies, A.A.

Step 3 Select the **Print Degree Planner icon** to print your degree planner.

ART OPTION, GENERAL STUDIES, A.A.



Return to: Programs of Study

Associate of Arts | A.A.ARTS.AA | Transfer Program
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462336 |
Visit Marlboro Hall, Room 1034 or call 301-546-0966 for your faculty advisor

What's the purpose of the sharing icon that appears on the Programs of Study pages?

The sharing icon allows you to share content from the Programs of Study page with your Facebook or Twitter networks. Follow the steps below to do so.

Step 1 Click the **Programs of Study** link from the left navigation.



Step 2 Select the **Sharing icon**.

PROGRAMS OF STUDY



This chapter provides a descriptive listing of each program of study offered at Prince George's Community College. Each program of study or curriculum is a series of courses designed to assist students in reaching academic, transfer, technical, or professional goals. Programs of study are classified as either career programs or transfer programs.

Step 3 Select the social media site of your choosing (Facebook or Twitter).



Step 4 A dialogue window will open where you'll be prompted to log in and share the content.

