

IMPORTANT INFORMATION

All add/drop/withdraw and refund dates are printed in the Schedule of Classes. Students are responsible for these dates and must pay or drop the course.

Students should be aware that any changes to their schedule may impact their status for financial aid or athletic eligibility.

Students must be officially registered before they can attend class. Students who request to register and earn a grade after the semester will not be approved.

Grades are not mailed. Students must access their grades at the end of each session at www.frederick.edu.

Students taking on-line courses are responsible for contacting the instructor to begin the course.

The Family Educational Rights and Privacy Act (FERPA) protects students' academic records. No information will be given to parents without the student's written consent. Student address information will be shared with the four-year Maryland institutions for transfer purposes unless restricted by the student.

Students who have extenuating circumstances that preclude them from completing a semester, may appeal to the Admissions and Academic Policies Committee or the Tuition Refund Committee. Forms are available on-line.

All new students registering for the first time during schedule change week must meet with an advisor for registration.

REQUIRED SIGNATURES

Adding a class for which you do not have the prerequisite (Department Chair / Program Manager)

Adding a class that will take you over 18 credits for fall / spring or over 12 credits in the entire summer term (Counselor)

Adding a class when you are on academic probation (Counselor)