



Frederick Community College Procedure

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	Approved Repealed	03/14/08 10/21/15

Introduction

Frederick Community College offers credit courses and programs as well as Continuing Education courses and programs. The following procedures govern application and admission into credit and continuing education courses and programs.

A. Procedures for Credit Courses or Programs

1. Application Procedures

- a. Complete and submit an application for admission and submit proof of residency.
- b. Submit copy of high school and/or college transcript(s), ACT and/or SAT scores, Advanced Placement scores, military transcripts, CLEP scores, and/or transcripts from American Council on Education (ACE) recognized organizations.
- c. Complete the Federal Application for Student Aid (FAFSA) if applying for financial aid.

2. Admissions Procedures

- a. All new incoming students, unless otherwise exempted, are required to take assessment tests for reading, writing, and mathematics.
- b. Once placement tests have been completed or materials that exempt a student from placement testing have been submitted, students should arrange to meet with an academic advisor. Students should contact the Counseling and Advising Department or other Student Development program including Multicultural Student Services, Office of Adult Services, or Services for Student with Disabilities.
- c. All new students are expected to attend a new student advising session that is offered to assist students in becoming familiar with academic requirements, College procedures related to course registration, and academic support services available to the student. Office of Adult Services students will participate in the new student advising process through their intake interview; all other students should contact the Counseling and Advising office to schedule a new student advising

session.

- d. Recent high schools graduates who plan to attend FCC in the fall semester are required to attend the freshman registration and orientation programs which are held throughout the spring and summer. Students meet individually with a counselor or faculty advisor to plan their fall schedule and pre-register for chosen classes.
- e. Students should bring completed registration forms to the WRC or may register online to complete the registration process.
- f. Students may pay their bill at the Cashiers Office or pay online within the established timeframe. Students receiving financial aid will have their aid credited to their account, although they will be responsible for paying any remaining charges.
- g. Students must purchase their books which are available through the FCC Bookstore.

3. Admissions Classification

- a. Full-time students are those who enroll in course work of twelve (12) credit hours or more during the fall or spring semesters, or who are enrolled for a total of twelve (12) credit hours cumulatively for the summer sessions.
- b. The College will consider on a case-by-case basis, consideration of requests that students with documented disabilities be considered full-time when taking a reduced course load due to their disability. Students provided with a reduced course load accommodation must be aware that this accommodation does not waive the criteria for financial aid or scholarship eligibility, athletic eligibility, vocational funding, etc. Students requesting this accommodation should contact the Services for Students with Disabilities program.
- c. Part-time students are those who enroll in course work of less than twelve (12) credit hours during the fall or spring semesters, or who are enrolled for a total of less than twelve (12) credits cumulatively for the summer sessions.
- d. Freshman students are those who have completed 27 or fewer credit hours.
- e. Sophomore students are those who have completed 28 or more credit hours.
- f. Transfer students are those students who have attended another institution of higher learning prior to their enrollment at Frederick Community College.
- g. Re-admit students are those who attended FCC previously but not during the previous four fall and spring semesters (exclusive of the

summer semesters).

- h. Degree-seeking students are those students pursuing an Associates' Degree.
 - i. Certificate-seeking students are those students who are pursuing a Certificate of Accomplishment.
 - j. Courses off interest students are those students who are pursuing neither an Associates' Degree or Certificate of Accomplishment.
4. Special Admissions – the following admission categories have conditions which must be met in order for the individual applying for admission under the category to be admitted into credit courses or programs.
- a. Gifted and Talented Students Under 16 Years of Age
 - (1) The Gifted and Talented program provides an opportunity for students under age 16 who have been identified as having exceptional academic or fine arts talent to enroll in selected college courses. Students must be at least twelve (12) years of age and have completed the seventh grade or equivalent education.
 - (2) Students must demonstrate exceptional academic or fine art talent and be deemed able to adhere to the College's standards of behavior. In addition to submitting the standard application for admission, students must submit documentation to enable an appropriate admission decision, which includes, but may not be limited to, an official high school transcript, letters of recommendation, samples of student work, and evidence of meeting criteria of exceptional academic or fine arts talent as described below.
 - (a) Exceptional academic talent
Documentation of a combined test score of 1200 on the mathematics and critical reading parts of the SAT (with less than 550 in either the mathematics or critical reading subparts) or a score of 22 on all sections of the ACT. Designation as a PSAT/NMSQT finalist or Semi-finalist will also suffice.
 - or
 - Placement at the college level in all areas of the assessment tests.
 - (b) Exceptional fine arts talent
In lieu of meeting the criteria for exceptional academic talent, students applying for courses in the fine arts (studio art, studio music, theater performance) may present a recommendation from a professionally

qualified
which

individual or entity as having outstanding abilities
qualify them for advanced study in that area. The College
reserves the right to determine whether or not it will
recognize an individual or professional entity as
this criterion. Additionally, the student may be
audition or to present a portfolio of work.

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(3) Procedures

- (a) Students must submit an application for admission and complete an interview with the associate vice president for student development prior to completing the admissions process.
- (b) Students enrolled under the Gifted and Talented program will be limited to a maximum of two courses per semester, with continuance at the College based upon satisfactory performance in the previous semester. Such students will not be allowed to register in consecutive semesters without a grade report from the previous semester.
- (c) Admissions decisions for students applying for the fine arts courses on the basis of a professional recommendation will be made in conjunction with the program manager or department chair for that area. Students approved for admission under this criterion may only enroll in those courses related to their particular talent.
- (d) Failure to comply with any portion of this process will result in denial of admission. All required documents must be submitted, and all evaluation results in place, no less than two weeks prior to the start of the semester for which the student seeks enrollment.

b. English as a Second Language (ESL) Students

- (1) Complete and submit an application for admission and submit proof of residency.
- (2) Take the ESL placement test in the Testing Center (allow three hours for testing). Obtain a copy of the ESL exam results.
- (3) Schedule an appointment with the ESL program manager and bring a copy of the ESL exam scores to the appointment.
- (4) Students must obtain minimum placement scores on the ESL placement test to enroll in credit ESL courses. Students whose scores fall below the established minimum will be limited to enrollment in continuing education ESL courses until such time that they are able to demonstrate proficiency required for

enrollment in credit ESL courses.

- (5) The ESL program manager will assist students in developing an academic plan and schedule. If a student is interested in a specific career program, the career program manager should be notified by the ESL program manager prior to completion of an academic plan. Once the schedule is completed, students should register at the Welcome & Registration Center.
- (6) Students may pay their bill at the Cashier's Office or pay online within the established timeframe.

c. Non-immigrant (F-1) Students and Other Visas

The College is authorized under federal law to consider applications for enrollment of non-immigrant alien students in the F-1 visa status. A prospective student must meet academic and college admission requirements, and the requirements for the certificate of eligibility (I-20 Form) prior to applying for the F-1 Student Visa. International students studying at FCC must be pursuing a full course of study (12 credits per semester) toward an Associate Degree other than an Allied Health (Nursing) field or English as a Second Language. A prospective student must:

- (1) Submit a completed application for admission to Frederick Community College with a local (Maryland) sponsor's address and student's address from their home country.
- (2) Submit a certified copy of secondary school and/or college/university transcripts with an English translation where necessary.
- (3) Submit a statement of financial resources that will cover the student's college expenses, including the amount and source of funds. The student must submit proof of a local sponsor who will provide housing (the College has no residence halls or dormitories on campus), meals, transportation, and health insurance. The sponsor should be a close relative or other responsible individual. Approximate costs (tuition, fees, books, supplies) for a year of study currently is \$13,775. Students should not expect to find part-time employment on campus.
- (4) Submit test scores from the Test of English as a Foreign Language (TOEFL) with a score of 500 or higher on the paper-based test or a score of 173 on the computer-based test.
- (5) Submit all application materials and required documents by June 1 for the subsequent fall semester and October 15 for the subsequent spring semester.
- (6). Once the student has been approved for the F-1 Visa and arrives on campus, he/she must complete the College's placement tests as appropriate. Referral to take the test will be given to the student at the time he/she arrives on campus.
- (7) A student attending the College under the F-1 Visa will be classified as

an out-of-state resident for the purposes of tuition and fees for as long as he/she is enrolled at the College.

(8) International and foreign national students with other types of visas may also be eligible to attend the College. In addition to meeting the College's standard admissions procedures, the student must present proof of immigration status and type

(9) Tuition rates for International and Foreign National Students
 A foreign national lawfully admitted for residence in the United States may be considered a resident for tuition purposes if he/she meets the domicile requirements stated in this policy. A foreign national lawfully admitted to the United States on a visa type with a corresponding date-certain authorized stay may not be considered a resident for tuition purposes. A foreign national lawfully admitted to the United States on certain visa types with an indeterminate authorized stay may be considered as a resident for tuition purposes if the domicile requirements of this policy have been satisfied. The following visa types residency as indicated:

requirements determine

Visa		
A	(Diplomats, family, staff)	In-County
B	(Temporary visitor)	Out-of-State
C	(Aliens in transit)	Out-of-State
E	(Treaty trader-Taiwan only)	In-County
F	(Student and dependents)	Out-of-State
G	(Rep. of a world organization)	In-County
H or TN	(Temporary worker)	In-County
I	(Foreign media/journalist)	In-County
J	(Exchange visitor, au pair, scholar)	Out-of-State
K	(Fiancé of US citizen/Frederick County resident)	In-County
L	(Intracompany transferee)	In-County
M	(Foreign vocational student, Dependents)	Out-of-State
R	(Religious worker)	In-County
V	(Spouse of child of permanent resident)	In-County
	Permanent Resident; Green Card; Refugee, Asylee	In-County

5. Other Categories of Admission

a. Transfer Students

(1) A student may be enrolled with advanced standing from other accredited institutions of higher education and the transfer of credits will be considered on the basis of applicability to the student's chosen program of study. A student:

(a) Must complete the College's standard admissions procedures.

- (b) Must arrange for the previous institution(s) attended to send an official transcript directly to the Welcome and Registration Center or provide an official copy in an unopened, sealed envelope.
- (c) Should arrange an appointment with the College's counseling and advising office to plan his/her program of study.
- (d) Must complete 15 credits taken in residency at Frederick Community College if the student plans on obtaining the Associates' Degree; must complete three credits at FCC if the student plans on obtaining the +Certificate of Accomplishment.

(2) Frederick Community College adheres to the general education and transfer policies of the Maryland Higher Education Commission. For a student transferring from a University of Maryland System college or university, all applicable general education coursework with a grade of "D" or higher will be accepted in transfer. For non general education coursework, grades of "D" will be accepted only if the calculated grade point average for the entire block of non-general education courses is 2.00 or higher. For a student transferring from outside the University of Maryland system, grades of "D" will be accepted only if the cumulative grade point average is 2.00 or higher. Please note that some FCC programs of study require a grade of "C" or better in all (or some) courses. These are noted in the "Programs of Study" section of the College catalog.

(3) The following sources will be accepted forms of transfer: 1) college-level coursework at accredited institutions as listed in "Accredited Institutions of Postsecondary Education" published by the American Council on Education or an institution by an agency recognized by the U. S. Department of Education; 2) credit by examination (e.g., CLEP, Advanced Placement, Dantes, FCC credit by examination); 3) credit received in an evaluation of military education and/or training; 4) credit received in an evaluation of educational programs at non-collegiate organizations accredited by the American Council on Education; 5) credit received through Frederick County Public Schools' (FCPS) articulation agreements.

(4) All transcripts received in the Welcome and Registration Center are the property of the College and cannot be released to the student; they will not be duplicated, returned to the applicant, or forwarded to any other college, university, individual, or agency. A student who experiences extreme hardship in obtaining official copies of their transcripts may petition the College's registrar for assistance by completing a third-party release form. These documents will be available only to an individual involved in the admissions and/or advising process.

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- b. Readmitted Students
A student who has taken courses at Frederick Community College, but not during the previous four fall and spring semesters (exclusive of the summer semesters), is required to complete an application for readmission. Advising procedures for a readmitted student are the same as those for a current student at the College. A readmitted student who had transcripts or military documents evaluated under a different program of study when he/she was previously enrolled at Frederick Community College should complete a request for reevaluation of credits form available in the Welcome and Registration or online at www.frederick.edu. Students will be assigned to the current year.
- have
- c. (Non-Native or Transient Students) Transfer Back to Home College or University
Students who are currently enrolled at another college or university but who wish to earn credits at Frederick Community College for transfer back to their home college or university should obtain a “permission to enroll” form from that institution to ensure that the courses taken at FCC are appropriate choices for the student and the student has met the prerequisite(s) for the course(s). Students who do not have this form must present a transcript to prove they met the FCC course(s) prerequisite(s).
- d. Concurrent Enrollment of High School Students (Open Campus Program)
Students sixteen years of age and older may enroll in college courses while concurrently enrolled in high school. Students who are currently enrolled in a Frederick County public high school, and who are taking FCC classes during the normal high school hours of operation, must first obtain approval from their high school under the Frederick County Public Schools’ Administrative Waiver Program. High school students who take classes outside the normal high school hours do not need approval from the high school to do so. Students enrolled under concurrent enrollment (Open Campus) are subject to the same assessment and placement policies and procedures as other students. All Open Campus students must also participate in an orientation and meet with a counselor prior to registration.
- e. Dual Enrollment of High School Students
Students may enroll in college credit courses and use these courses for high school graduation credit as well as college credit if granted permission to do so by the Frederick County Public Schools. Students must contact their high school guidance office for further information.
- f. Home School Students
Students who are home schooled and over the age of 16 follow the College’s standard admissions procedures for new students. Home schooled students under the age of sixteen, however, must follow procedures set forth in admission of Gifted and Talented students.
- g. Military Personnel and Veterans
Frederick Community College welcomes the opportunity to assist military personnel, their families, and veterans in achieving their educational goals. The College is a member of the Service Members Opportunity College (SOC) and participates in the Veterans’ Educational Assistance program. The Frederick

Community College veterans' office assists students in applying for their educational benefits. Students applying for veterans' benefits are required by the Veterans Administration to be enrolled in an approved Associate degree or certificate program.

h. Non-High School Graduates

- (1) Applicants who have not completed either a formal high school diploma program or completed a General Equivalency Diploma (GED) are eligible to apply for admission to the College. Students are admitted and enrolled in accordance with general admissions policies and procedures. Non graduates of high school should meet with an advisor prior to enrolling for classes to discuss career and educational goals.
- (2) Some programs of study require a high school diploma or GED. The College strongly encourages students to complete their high school graduation requirements or obtain their GED prior to applying for admission. Eligibility for financial aid programs may be affected by the absence of a high school diploma or GED. Students who wish to seek the GED should contact Frederick County Public Schools' Adult Basic Ed/GED program.

6. Special Programs of Study

The College offers several programs that have a selective admissions process. Program faculty are responsible for the criteria and protocols that govern admissions. For each of the selective admissions programs, the most current procedures are included in the College catalog and on the College's website at www.frederick.edu. These programs include: Associate Degree Nursing (AND); Practical Nursing Certificate; Emergency Medical Services – Intermediate Paramedic (EMS); Nuclear Medicine (NM); Respiratory Care (RC); Surgical Technology (ST); and the Honors College.

B. Procedures for Continuing Education Courses and Programs

1. Admissions Procedures

- a. Students should be at least 16 years old to enroll in most continuing education courses, except for those courses specifically designed for younger students. Students who are under the age of 16 and who have completed at least the seventh grade may be permitted to enroll on a case-by-case basis, as described in the section on Special Admissions. Certain programs or courses of study include higher minimum age for participation when the College has determined that age is a factor necessary to the normal operation of the program or activity.
- b. Students seeking admission into continuing education courses should submit a completed registration form. Forms may be submitted in person at the Welcome and Registration Center, by fax, or by mail. Online registration is available only to previously admitted students or students have requested an on-line registration identification. Registration for continuing education courses will be accepted up to the scheduled start date of the class. To allow for

to processing, faxed or mailed registrations should be submitted two weeks prior to the start of the course. Confirmation of registration is mailed within 3 business day of receipt of faxed or mailed registration.

- c. Some courses or programs require completion of FCC assessment tests, which are administered at the Testing Center. Students should request admission to the College at the Welcome and Registration Center to obtain a student ID number, required to take assessment tests.
- d. Some courses or programs require documentation of external certifications (e.g, CPR), physical examinations and/or proof of health status, and/or tools, uniforms, or other equipment. Requirements are noted in the course description.
- e. Payment or purchase order must accompany registration.
- f. Unless otherwise noted, books required for courses must be purchased by the student and are available through the FCC Bookstore.

2. Special Admissions

a. Gifted and Talented Students Under 16 Years of Age

(1) The Gifted and Talented program provides an opportunity for students under age 16 who have been identified as having exceptional academic or fine arts talent to enroll in selected college courses. Students must be at least twelve (12) years of age and have completed the seventh grade or equivalent education.

(2) Students must demonstrate exceptional academic or fine art talent and be deemed able to adhere to the College's standards of behavior. In addition to submitting the standard application for admission, students must submit documentation to enable an appropriate admission decision, which includes, but may not be limited to, an official high school transcript, letters of recommendation, samples of student work, and evidence of meeting criteria of exceptional academic or fine arts talent as described below.

(a) Exceptional academic talent
Documentation of a combined test score of 1200 on the mathematics and critical reading parts of the SAT (with no less than 550 in either the mathematics or critical reading subparts) or a score of 22 on all sections of the ACT. Designation as a PSAT/NMSQT finalist or Semi-finalist will also suffice.

or

Placement at the college level in all areas of the College's assessment tests.

(b) Exceptional fine arts talent
In lieu of meeting the criteria for exceptional academic talent,

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students applying for courses in the fine arts (studio art, studio music, theater performance) may present a recommendation from a professionally qualified individual or entity as having outstanding abilities which qualify them for advanced study in that area. The College reserves the right to determine whether not it will recognize an individual or professional entity as this criterion. Additionally, the student may be asked to or to present a portfolio of work.

(3) Procedures

- (a) Students must submit an application for admission and complete an interview with the associate vice president for student development prior to completing the admissions process.
- (b) Students enrolled under the Gifted and Talented program will be limited to a maximum of two courses per semester, with continuance at the College based upon satisfactory performance in the previous semester. Such students will not be allowed to register in consecutive semesters without a grade report from the previous semester (waived for continuing education courses not utilizing a grading scheme).
- (c) Admissions decisions for students applying for the fine arts courses on the basis of a professional recommendation will be made in conjunction with the program manager or department chair for that area. Students approved for admission under this criterion may only enroll in those courses related to their particular talent.
- (d) Failure to comply with any portion of this process will result in denial of admission. All required documents must be submitted, and all evaluation results in place, no less than two weeks prior to the start of the semester for which the student seeks enrollment.

b. Home School Students

Students who are home schooled and over the age of 16 follow the College's standard admissions procedures for new Continuing Education students. Home schooled students under the age of sixteen, however, must follow procedures set forth in admission of Gifted and Talented students unless enrolling in a Continuing Education Home School Enrichment course designed for specific age groups.

3. Special Programs of Study

Continuing Education offers several programs that have a selective admissions process. Program faculty are responsible for the criteria and protocols that govern admissions. For each of the selective admissions programs, the most current procedures are included in course and/or program description printed in the schedule

of courses.