FREDERICK COMMUNITY COLLEGE
SPRING 2024 CREDIT COURSE SCHEDULE
**SPRING 2024**

Registration opens Monday, October 30, 2023

Priority Registration for Veterans & Military opens Friday, October 27, 2023

Spring academic sessions and
Spring Credit Schedule subject to change.
Visit frederick.edu/schedules for the most up-to-date information.

### ACADEMIC SESSIONS

**Important Deadlines**

<table>
<thead>
<tr>
<th>Last day to apply for:</th>
<th>December 2023 graduation</th>
<th>January 3, 2024</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>May 2024 graduation</td>
<td>April 1, 2024</td>
</tr>
<tr>
<td>First day to enroll</td>
<td>October 30, 2023</td>
<td>January 3, 2024</td>
</tr>
</tbody>
</table>

**January 3-Week Session (JW3)**

- First day: January 3
- Last day to add: January 3
- Last day 100% refund: January 4
- Last day 50% refund: January 8
- Last day to withdraw or audit: January 11
- Last day of classes: January 18
- Grades due (10 a.m.): January 23

**January 5-Week Session (JW5)**

- First day: January 3
- Last day to add: January 5
- Last day 100% refund: January 9
- Last day 50% refund: January 16
- Last day to withdraw or audit: January 26
- Last day of classes: February 6
- Grades due (10 a.m.): February 9

**15-week (1)**

- First day: January 20
- Last day to add: January 26
- Last day 100% refund: January 26
- Last day 50% refund: February 2
- Last day to withdraw or audit: March 29
- Last day of classes: May 10
- Grades due (10 a.m.): May 15

**13-week (13W)**

- First day: January 20
- Last day to add: February 9
- Last day 100% refund: February 9
- Last day 50% refund: February 9
- Last day to withdraw or audit: April 10
- Last day of classes: May 10
- Grades due (10 a.m.): May 15

**1st 7.5-week (7H1)**

- First day: January 3
- Last day to add: January 20
- Last day 100% refund: January 26
- Last day 50% refund: February 2
- Last day to withdraw or audit: February 21
- Last day of classes: March 12
- Grades due (10 a.m.): March 15

**1st 10-week (10A)**

- First day: January 3
- Last day to add: January 20
- Last day 100% refund: January 26
- Last day 50% refund: February 2
- Last day to withdraw or audit: March 6
- Last day of classes: March 29
- Grades due (10 a.m.): April 10

**1st 5-week (5W1)**

- First day: February 24
- Last day to add: February 24
- Last day 100% refund: February 24
- Last day 50% refund: February 24
- Last day to withdraw or audit: March 12
- Last day of classes: March 29
- Grades due (10 a.m.): April 10

**2nd 5-week (5W2)**

- First day: February 24
- Last day to add: February 24
- Last day 100% refund: February 24
- Last day 50% refund: February 24
- Last day to withdraw or audit: March 26
- Last day of classes: March 29
- Grades due (10 a.m.): April 10

**2nd 7.5-week (7H2)**

- First day: February 24
- Last day to add: February 24
- Last day 100% refund: February 24
- Last day 50% refund: February 24
- Last day to withdraw or audit: April 20
- Last day of classes: May 10
- Grades due (10 a.m.): May 15

**3rd 5-week (5W3)**

- First day: April 8
- Last day to add: April 8
- Last day 100% refund: April 8
- Last day 50% refund: April 8
- Last day to withdraw or audit: April 30
- Last day of classes: May 10
- Grades due (10 a.m.): May 15

**Priority Registration for Veterans & Military**

- Friday, October 27

**Winter Break - College Holiday**

- December 18 - January 1

**Dr. Martin Luther King, Jr. Day - College Holiday**

- Monday, January 15

**Spring Payment Due Date**

- See JW3 and JW5 sessions below for payment due dates

<table>
<thead>
<tr>
<th>Payment due prior to session start date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, January 8 by 6 p.m. &amp; Thursday, January 18 by 6 p.m.</td>
</tr>
</tbody>
</table>

**Spring Break**

- April 1 – 2

**Classes Resume**

- Monday, April 8

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*Students receiving financial aid should contact the Financial Aid Office before dropping, withdrawing, or changing to audit.
Students must visit Registration & Records to change their grading status to audit by the last day to withdraw for the session.*
Our College is dedicated to providing quality education, superior resources, and affordable tuition. FCC tuition and fees for a full-time (12 credit) in-county student amount to approximately $3,700 per year. By comparison, the College Board reports the national average for tuition and fees exceeds $9,000 at public four-year colleges and averages $31,000 at private schools. With high academic standards and affordable tuition rates, FCC is a wise choice for higher education.

**Spring 2024 Tuition & Fees Chart**

<table>
<thead>
<tr>
<th>Credits</th>
<th>In-County</th>
<th>Out-County</th>
<th>Out-State</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$158.34</td>
<td>$311.34</td>
<td>$411.34</td>
</tr>
<tr>
<td>2</td>
<td>$316.68</td>
<td>$622.68</td>
<td>$822.68</td>
</tr>
<tr>
<td>3</td>
<td>$475.02</td>
<td>$934.02</td>
<td>$1,234.02</td>
</tr>
<tr>
<td>4</td>
<td>$633.36</td>
<td>$1,245.36</td>
<td>$1,645.36</td>
</tr>
<tr>
<td>5</td>
<td>$791.70</td>
<td>$1,556.70</td>
<td>$2,056.70</td>
</tr>
<tr>
<td>6</td>
<td>$950.04</td>
<td>$1,868.04</td>
<td>$2,468.04</td>
</tr>
<tr>
<td>7</td>
<td>$1,108.38</td>
<td>$2,179.38</td>
<td>$2,879.38</td>
</tr>
<tr>
<td>8</td>
<td>$1,266.72</td>
<td>$2,490.72</td>
<td>$3,290.72</td>
</tr>
<tr>
<td>9</td>
<td>$1,425.06</td>
<td>$2,802.06</td>
<td>$3,702.06</td>
</tr>
<tr>
<td>10</td>
<td>$1,583.40</td>
<td>$3,113.40</td>
<td>$4,113.40</td>
</tr>
<tr>
<td>11</td>
<td>$1,738.40</td>
<td>$3,421.40</td>
<td>$4,521.40</td>
</tr>
<tr>
<td>12</td>
<td>$1,893.40</td>
<td>$3,729.40</td>
<td>$4,929.40</td>
</tr>
<tr>
<td>13</td>
<td>$2,048.40</td>
<td>$4,037.40</td>
<td>$5,337.40</td>
</tr>
<tr>
<td>14</td>
<td>$2,203.40</td>
<td>$4,345.40</td>
<td>$5,745.40</td>
</tr>
<tr>
<td>15</td>
<td>$2,358.40</td>
<td>$4,653.40</td>
<td>$6,153.40</td>
</tr>
<tr>
<td>16</td>
<td>$2,513.40</td>
<td>$4,961.40</td>
<td>$6,561.40</td>
</tr>
</tbody>
</table>

* Tuition and fees rates are subject to change.

**Tuition and fees**

- In-County per credit hour ........................................... $129
- Out-of-County per credit hour .................................... $282
- Out-of-State per credit hour ..................................... $382

For FCPS high school students, see page 4.

**Please note:** As an open-admission institution, FCC grants admission to all students regardless of citizenship status. Many students are eligible for in-county or out-of-county tuition rates regardless of their citizenship status. Please refer to the Residency Policy and Procedures (page 8) for more information on how to qualify for a reduced tuition rate.

**Consolidated Service Fee ($26)**

Every student taking a credit course will be required to pay a consolidated service fee per credit hour. The consolidated service fee supports costs associated with registration, transcripts, commencement, various instructional and support services, technology costs, capital expenditures including capital improvements, parking, maintenance and repair of College equipment/systems, and safety and security needs.

**Student Activity Fee ($3.34)**

The Student Activity Fee is a fee charged to all credit students each academic term. The revenue generated goes into a special account administered by the Student Government Association to fund social, recreational, and cultural events, campus clubs and student organizations, authorized student travel and service trips, and annual signature student events such as New Student Convocation, Success Week, Welcome Week, and Wellness Events. The fee is charged on a credit hour basis for up to a maximum of 10 credit hours.

**Additional Fees**

Some courses may have additional fees. For fee amounts and full details, review the notes in the online, real-time schedule at frederick.edu/class-schedules/html-schedule.aspx.

**Tuition and fees**

- Credit by Portfolio (per credit hour) ................................ 50% of tuition
- Credit by Departmental Exam (per credit hour) .................. 50% of tuition
- American Sign Language Immersion Experience (ASLS 250) ...... $120
- Applied Music Fee (per class) ......................................... $490
- Building Trades
  - HVAC and Electrical (per class) ................................... $71.40
  - Welding (per class) .................................................... $100
- Culinary Arts (per class) .............................................. $121
  - Please refer to the specific HCTI course. Some courses require a chef uniform and basic knife or pastry set.
- Transcripts Fee
  - E-transcripts delivered electronically ................................ $5
  - Printed transcripts delivered by USPS ................................ $7.50
- FEMA Fee (per credit hour, subject to change) .................... $50
- EMGT FEMA Supported Registration Fee (per course, not eligible for 50% refund) .................................................... $100
- Nursing Program
  - Assessment Technology Institute (ATI) fee ...................... $293.36
- Physical Education Fees
  - Please refer to the specific PHED course for fees that may be payable to the site where the class meets.
- Surgical Technology Fees
  - SURG 120: Lab supplies for entire program .................... $425
  - SURG 125: Preclinical screening .................................... $100
  - SURG 200: Certification fees ....................................... $250
  - Please refer to the specific SURG course for fees that may be required.

**In special cases, the College may charge additional fees. Some classes may charge additional fees for equipment or materials.**

Students are responsible for the purchase of textbooks and other materials for each class. The average cost is about $150 per course.

**Spring payment due date:**

- Monday, January 8 by 6:00 p.m.
- Thursday, January 18 by 6:00 p.m.

**How to avoid the Drop Zone**

1. Students must have paid in full, or
2. have enough anticipated financial aid posted to their PeopleSoft account, or
3. be enrolled in a payment plan.

(To set up a payment plan log into your Peoplesoft account and select Student Center)

**Note:** If the College is closed due to inclement weather on the payment due date, the payment deadline will be extended and will occur the day the College reopens.
**Automatic Payment Plan**

FCC provides a payment plan for the semester which allows you to divide your total costs into **automatic monthly payments**.

- Sign up early at http://myFCC.frederick.edu – log into PeopleSoft, click the link under finance from the student center page.
- Payments are **automatically withdrawn** from your checking/savings account or major credit card on the fifth day of each month that payment is due.
- Enrollment fee is $25; No interest charges.
- If you sign up for a payment plan, you are entering into a contract for all tuition and fees.
- You may be eligible to add required course materials to your payment plan. For additional information, email bookstore@frederick.edu.

**Spring 2024 Target Dates To Enroll in a Payment Plan**

Payment Plan available on October 27, 2023

<table>
<thead>
<tr>
<th>Last day to enroll online</th>
<th>Required down payment</th>
<th>Number of payments</th>
<th>Months of payments (payment date 5th)</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 10</td>
<td>25%</td>
<td>4</td>
<td>January - April</td>
</tr>
<tr>
<td>January 10</td>
<td>30%</td>
<td>3</td>
<td>February - April</td>
</tr>
<tr>
<td>February 10</td>
<td>40%</td>
<td>2</td>
<td>March - April</td>
</tr>
<tr>
<td>March 10</td>
<td>50%</td>
<td>1</td>
<td>April</td>
</tr>
</tbody>
</table>

**Spring 2024 – Pending Aid**

<table>
<thead>
<tr>
<th>Last day to enroll online</th>
<th>Required down payment</th>
<th>Number of payments</th>
<th>Months of payments (payment date 5th)</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 10</td>
<td>0%</td>
<td>3</td>
<td>March - May (1st of month)</td>
</tr>
</tbody>
</table>

For additional information, contact Student Finance at 301.846.2456 or email questions to studentfinance@frederick.edu. If you are a financial aid student, see payment plan information on page 12.

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**HOW TO APPLY & REGISTER**

Please monitor your myFCC email for updates from the College.

**New Students**

**NOTE:** For more information about programs and careers offered, admissions, or enrollment steps, please go to frederick.edu/admissions

Please follow the steps below and call 301.846.2400 if you have questions.

1) **Apply to the College**

- Go to frederick.edu to apply online.
- Select Admissions.
- Click Apply.
- New, first-time applicants, will receive a welcome letter in the mail and your New Student ID number will be emailed to you using the addresses included on your application. You will need your ID number to access your student accounts and register for classes. If you come to campus to register, bring this letter with you or take a picture of the letter.

2) **Prepare for registration**

Students who have graduated from a Maryland Public High School within the last five (5) years should submit their HS transcript to be evaluated for possible exemption from placement testing or factored into their course placement.

If you have attended other colleges and/or have completed prior learning elsewhere, please send your official transcripts from each institution and/or prior learning source to Registration & Records. To comply with the Maryland College and Career Readiness Act of 2013, the College requires that all degree-seeking students complete a college credit-bearing math and college credit-bearing English course prior to the completion of 24 college credits.

3) **Log into FCC online accounts**

Please reset your password through IT helpdesk & Password Reset button on the Student Portal page, or use the following:


Note: Make sure you are using the following format: W+studentID@myfcc.frederick.edu – Example: W1234567@myfcc.frederick.edu to log in to Outlook email and download the mobile Navigate App from your device’s app store.

4) **New Students - Required Orientation, Advising, and Registration (ROAR)**

All new students planning to attend FCC for their first college experience will participate in the ROAR program. Students must have applied to the College and completed their placement assessment (or submitted testing exemptions) before they can schedule a ROAR appointment.

Three steps to ROAR:

1. Complete a comprehensive Online Orientation at https://www.go2orientation.com/learn/survey that includes important information about getting started with the College registration process, academic programs, academic support services, student services, campus life, College policies, and next steps.
2. Meet with an academic advisor to select classes. To make an appointment, use the mobile Navigate app, or go to frederick.edu/capsadvisingappointments or call 301.846.2471.
3. Register for classes on PeopleSoft through the Student portal page. 
   Note: The UserID for PeopleSoft is W+studentID – Example: W1234567, and the password is the same as the password used for your Outlook email login.

For more information about ROAR, please visit frederick.edu/orientation

5) **Pay for classes**

Payments can be made online through PeopleSoft or by visiting Student Finance (Jefferson Hall, 3rd Floor)

_Students may not attend a class if they have not registered for that class and made payment arrangements. See payment due date on page 2._

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**FCC partners with BankMobile to issue refunds electronically.**

Look for this BankMobile envelope to select your refund preference.

Frederick Community College has partnered with BankMobile to provide you with an electronic way to receive your FCC refunds faster. This is the way you will receive academic refunds. BankMobile will mail students a pin number to activate and choose a refund preference. Pin information will be mailed on the first day of classes to the address on file with Frederick Community College.
Readmit Students

If you’ve attended FCC before, but not since the spring 2022 semester, complete the admissions application and select “Readmit” under Classification. You will follow the requirements of the current catalog year.

Current and Transfer Students

1) If transferring from another college or university, be sure to request all official transcripts be sent to Registration and Records. This includes non-traditional course platforms like ACE, AP, Cambridge, CLEP, DSST (DANTES), International Baccalaureate (IB), Military, and NCCRS. Email transferevaluation@frederick.edu with any questions.

2) Review your Degree Plan. See Student Services Available Online (page 5). Courses still needed are indicated as “Requirement Not Satisfied.” Developmental English and mathematics requirements will not appear, but, if needed, you should include them in your schedule and plan to take them first.

3) Meet with an advisor to talk about your course selection and to discuss your academic and career goals.
   • Students are assigned an advisor based on their academic major. Students should be sure to schedule their advising appointment with their assigned advisor. Use the Navigate mobile app or the Career & Academic Planning Services (CAPS) webpage to find your assigned advisor and to schedule an advising appointment.
   • Students on academic alert or academic probation must meet with an advisor from CAPS prior to registering for classes. frederick.edu/CAPS
   • Students returning to FCC from academic suspension must schedule an appointment with their assigned advisor prior to registering for classes. Students returning from academic dismissal must meet with associate vice president or designee. Call 240.629.7805 to schedule an appointment.

4) Register for Classes
On the web or in person
   • Web registration
     Go to http://myFCC.frederick.edu. Click on PeopleSoft/Student Information System in the blue navigation bar, then follow the online instructions.
     Or, if you need assistance, you can register in person.
   • Register in person
     Bring your registration form to Credit Registration (Jefferson Hall, 1st Floor)
     • If you’re on academic alert or probation, you must see an academic advisor before you register.

If you plan to take more than 18 credits during the semester, you will need your advisor’s signature.

5) Review your schedule
   ** When signing up for a mixture of structured remote, hybrid remote, and face to face classes, please be sure to leave sufficient time between classes to move between campus and an appropriate workspace for your structured remote session.
   • Check classroom locations (Some courses are held off site).
   • Check course start and end dates (Some courses do not begin at the start of the semester).
   • Check to see if you have registered for a linked class. If so, make sure you are registered for both components.
   • Print your schedule to be sure you have completed the process correctly.
   • If you have registered for an online class, see page 27 for more information about online classes at FCC.

Students may not attend a class if they have not registered for that class and made payment arrangements.

Dual Enrollment of High School Aged Students

High school students are subject to the same assessment and placement policies and procedures as other students. Students must adhere to FCPS guidelines and complete appropriate paperwork. High school students earn transcripted college credit upon successful course completion. In some cases, students may earn both high school and college credit for a college course that meets the curriculum requirements of the approved high school course. Discounts and waivers apply to fall and spring semesters only, summer sessions are excluded. See below for the associated waivers and discounts for each category.

FCPS Early College - Opportunity to complete high school diploma and earn an associate degree simultaneously

FCPS high school students may apply for acceptance into the Early College program. Early College students have the opportunity to complete their high school diploma and earn an associate degree simultaneously. Additional information and program requirements are located at frederick.edu/de.

Effective fall 2023, tuition, fees, and books are the responsibility of FCPS under the Maryland Blueprint legislation.

Subject to change without notice.

FCPS High School Based - FCC courses are held at FCPS high schools in partnership with FCPS

Provides students the opportunity to enroll in college courses that are taught at their high school. Tuition and fees are the responsibility of FCPS under the Maryland Blueprint legislation. Students must contact their high school guidance office for information and to enroll.

Subject to change without notice.

FCPS Open Campus - Open enrollment courses held at FCC Campus

Students 16 years of age or older may enroll in college courses while concurrently enrolled in high school. Tuition, fees, and books are the responsibility of FCPS under the Maryland Blueprint legislation. Students must contact their high school guidance office for information and to enroll.

Subject to change without notice.

Homeschool/Private School - Open enrollment courses held at FCC Campus

Homeschool and private school students are subject to the same assessment and placement policies and procedures as other students. FCC offers a reduced tuition rate for homeschool and private school students in Frederick County. Students pay 75% of tuition plus fees. Proof will be required. For questions, call 301.846.2456.

Subject to change without notice.
Visiting Students

Take a class at FCC to transfer back to your four-year college/university. It's less expensive and will move you closer to your degree at your home institution. Follow the simple steps below:

1. First-time students and former students who have not attended FCC in two years: apply at frederick.edu. Your welcome letter containing your student ID number will be mailed to the address included on your application. You must have this ID number to register online.
2. Obtain a permission to enroll form* from the Registrar’s Office at your home college, or a copy of your transcript that shows proof of having met FCC prerequisites.
3. You can then register in one of four ways:
   a. Send an email to registration@frederick.edu. Include your FCC ID number and PDF copies of your permission to enroll form* or transcript. Permission will be entered into the Student Information System to allow web registration.
   b. Register online using our PeopleSoft system if the required prerequisite has been evaluated by FCC and stored in the system.
   c. Register in person with your permission to enroll form* or your unofficial transcript showing you have met the prerequisite.
   d. Complete the Visiting Student Form online.

For more information, visit frederick.edu/enroll-now/visiting-students

Students may not attend a class if they have not registered for that class and made payment arrangements.

* Colleges and universities may use different terminology for this document. Inquire with your school about necessary transfer forms.

Student Services Available Online

Use your online PeopleSoft registration and student account to:
• Register and adjust classes (drop/add)
• View degree requirements; plan your courses
• View and print your class schedules and grades
• View your financial aid information
• Sign up for the payment plan
• Print unofficial transcripts
• View transfer credit
• Make a payment
• View your grades
• Apply for graduation

To log in to PeopleSoft go to http://myFCC.frederick.edu
• Click on PeopleSoft in the blue navigation bar
• User ID is a capital W and your 7 digit student ID number
• Enter your password, or select ‘reset password’ if you’ve never logged in before, or if you have forgotten your password
• This log-in is case sensitive

To find courses needed in your Degree Plan:
From Student Center, under Academics, click on My Academics
• Click View My Degree Plan
• Click Expand All button to open all sections

• Read Graduation Requirements at the top of your Degree Plan
• Scroll down to review courses required in your major, listed by section (English, Math, Social & Behavioral Sciences, Arts, Humanities, Communications, etc.)
• Review courses taken and courses needed to satisfy each requirement
• Click on course names for course descriptions and prerequisite info
• Meet with an advisor to select courses based on career and transfer goals

How to Check Degree Plan Video Instructions: frederick.edu/degreetracker

To enroll in a class using the class number from the credit schedule (ex., 1009):
• Self Service > Student Center
• Under Academics heading, click on Enroll
• Select semester if option appears; click Continue
• Enter Class Number (4-digit for Fall/Spring, 3-digit for Summer); click Enter
• Review course info; if correct click Next
• You can add more classes or click Proceed to Step 2 of 3
• Review schedule, then click Finish Enrolling to complete the registration process
• Print a copy for your record

Making Changes

Schedule changes/withdrawals: You can drop/add online through your PeopleSoft student account. You can also make changes in person at Registration (Jefferson Hall, 1st Floor).

To drop a credit course/adjust your schedule:
• From Student Center, under Academics, click on Enroll
• Click drop from the menu under the Enroll tab
• Select semester (term) if option appears; click Continue
• Click the box in front of the class you wish to drop
• Click drop selected classes
• Confirm course to be dropped is correct
• Click Finish Dropping
• Click on My Class Schedule (top of page) to verify schedule changes
• Add a class, if needed, using directions above

Please note: Withdrawing from a class after the published drop/add dates does not remove account charges. To review whether to drop a class go to https://www.frederick.edu/admissions/registration-records/withdrawal-advising.aspx. See the Academic Sessions, page 1, for important dates.

Name changes
The Name Change form is an electronic form available online or at the Welcome Desk in Jefferson Hall. frederick.edu/registrationforms

Address changes
The Address Change form is an electronic form available online or at the Welcome Desk in Jefferson Hall. frederick.edu/registrationforms

Academic plan changes
The Change of Major form is an electronic form available online. An advisor must approve and sign off on this form. frederick.edu/registrationforms

Canceled courses
FCC reserves the right to cancel courses due to insufficient enrollment. You will be notified via your MyFCC email account by the academic department if your class is canceled. You will receive a full refund.
Academic Assessment and Placement Policy and Procedures

I. Philosophy and Scope
Frederick Community College ("FCC" or the "College") is committed to supporting student success by ensuring appropriate course placement using a series of computer-based assessment tests that measure individuals’ reading, writing, and math skills. Minimum placement scores, known as cut scores, are established through statewide agreements. These scores are used to determine college-readiness and placement into specific courses, including developmental, English language acquisition, and college-level courses. Credit courses have prerequisites that include expectations of college-readiness as reflected in the placement scores and/or other pre-established expectations. This policy and procedures outlines placement test requirements, guidelines for placement, and exemptions and exceptions to required placement testing.

II. Definitions for the Purpose of this Policy and Procedures
A. “Certificate-Seeking” refers to a category of individuals who have declared an intent to follow a sequence of specific credit courses resulting in a formal award of completion of up to 36 credits.
B. “Courses of Interest” refers to a category of individuals who seek to take courses listed as credit in the FCC Academic Catalog for personal knowledge or professional development as opposed to the fulfillment of FCC program requirements.
C. “Degree-Seeking” refers to a category of individuals who have declared an intent to follow a prescribed curriculum in a career or transfer program that leads to an associate degree, which is generally sixty (60) credits, unless otherwise specified.
D. “Developmental Courses” refers to courses that prepare students for college-level coursework in reading, writing, English for Speakers of Other Languages (ESOL), and math. Developmental education may include multiple course sequences with students progressing as skills are developed. Students are assigned to developmental courses based on their placement test scores.
E. “Enrollment” refers to the status achieved when an individual has registered for classes and has either paid or made arrangements for payment of tuition and/or fees.
F. “Full-time Enrollment” refers to a student enrolled in twelve (12) or more credits during the fall or spring semesters, or in a total of twelve (12) credit hours cumulatively for the summer session, not inclusive of audited courses.
G. “Continuously Enrolled” refers to the requirement that a student be enrolled continuously with breaks no longer than four (4) consecutive full academic semesters (fall or spring semesters).
H. “Readmitted Students” refers to individuals who have not attended FCC within the past two years and have reapplied for admission to the College.
I. “Transfer student” refers to an individual who has attended another institution of higher learning after high school graduation or equivalency, and who may seek to receive credit for prior college coursework.
J. “Prerequisites” refers to expectations that must be met before enrollment in a course is allowed.

III. Responsible Senior Leader and Responsible Office
Provost/Executive Vice President of Academic Affairs, Continuing Education, and Workforce Development

IV. Entities Affected by this Policy and Procedures
- FCC currently enrolled and prospective students
- FCC faculty, staff, and administrators

V. Placement Testing Requirements
A. After applying to the College, placement tests are required for:
1. Individuals who are first-time college students seeking a degree or certificate, whether they enroll full-time or part-time.
2. Individuals planning to take their first English or mathematics course.
3. Currently enrolled students seeking a degree/certificate, whether enrolled full-time or part-time, who have not been tested in the past or whose placement scores and/or exemptions have expired.
4. Transfer or readmitted individuals who have not completed a college-level math and/or English course.
5. Individuals who are designated as Courses of Interest students and wish to enroll in courses with prerequisites of reading, writing, ESOL, or mathematics.
6. Individuals who change their designation from Courses of Interest to certificate- or degree-seeking.
7. Individuals who are registering for non-credit courses with prerequisites of reading, writing, ESOL, or mathematics that are provided through contract training or offered in the Continuing Education and Workforce Development (CEWD) course schedule.
B. Upon completion of all required placement tests, individuals are required to consult with an advisor to develop a degree, certificate, or appropriate plan for completion, including course selection. Individuals will choose courses based on their placement scores and their individual career and college goals.
C. Placement tests are not required for individuals as noted under Section VII “Exceptions and Exemptions to Required Placement Testing.”

VI. Placement Guidelines
A. Unless otherwise indicated, placement scores are determined using Accuplacer academic assessments.
B. Placement scores will be valid for two years after the date of taking the placement tests.
C. Minimum cut scores have been determined for college-readiness in reading, writing, and mathematics.
D. Students whose first language is not English will take Accuplacer ESL tests to determine reading and writing placement scores when less than four (4) years of English as a Second Language high school coursework were completed.
E. Individuals with documented disabilities as verified by the Disability Access Services will receive reasonable accommodations while completing the required placement tests.
F. Individuals are permitted to retest once per Accuplacer Next Generation assessment, no sooner than twenty-four (24) hours after the initial assessment.
G. Students who are continuously enrolled will not be permitted to retest once they have started attending developmental or English language acquisition course(s).
H. Readmitted students must either retest or complete the developmental or English language acquisition course(s) as stipulated in the current FCC Academic Catalog.
VII. Exceptions and Exemptions to Required Placement Testing

A. Individuals transferring from an accredited U.S. institution of higher education who present unofficial and/or official transcripts indicating successful completion (cumulative 2.00 GPA or higher) of the equivalent of at least twelve (12) college credits will be exempted from the reading placement test, if six (6) credits are general education courses.

B. Individuals will be exempted from the reading and writing placement tests if they provide evidence of successfully completing one or more of the following:

1. The equivalent of FCC course ENGL101 or the first college-level English composition course at an accredited U.S. institution or credit through College-Level Examination Program (CLEP).

2. The Advanced Placement (AP) test with a score of 3 or higher in English Language and Composition or English Literature and Composition. For the purpose of placement test exemption, AP test scores are valid for five years from the test date.

3. The International Baccalaureate (IB) full diploma or exams with a grade of 4 or above in one or more of the following exams: Language A Literature SL or HL, and/or Language A: Language & Literature SL or HL. IB test scores are valid for five years from the test date.

4. English 10 or 11 PARCC/MCAP score of Level 4 or 5. For the purpose of placement test exemption, this score is valid for one year after an individual's date of high school graduation.

5. The GED Reasoning Through Language Arts test with a score of 165 or higher. GED scores are valid for one year from the test date.

C. Individuals will be exempted from the math placement tests if they provide evidence of successfully completing one or more of the following:

1. A general education math course, at the college level, at an accredited U.S. institution or credit through DSST or CLEP.

2. The Advanced Placement (AP) test with a score of 3 or higher in Calculus AB, Calculus BC, or Statistics. For the purpose of placement test exemption, AP test scores are valid for five years from the test date.

3. The International Baccalaureate (IB) exams with a grade of 4 or above on one or more of the following exams: Mathematical Studies, Mathematics SL or HL and/or Further Math. For the purpose of placement test exemption, IB test scores are valid for five years from the test date.

4. Algebra II or Geometry PARCC/MCAP score of Level 4 or 5. This score is valid for one year after an individual's date of high school graduation.

5. The GED Mathematical Reasoning test with a score of 165 or higher. GED scores are valid for one year from the test date.

D. Individuals from Frederick County Public Schools (FCPS) who successfully completed the following math courses are exempt from taking the math placement tests. This exemption is valid for one year after the individual's date of high school graduation.

1. Algebra II with an A or B, or Advanced Algebra with Trigonometry with an A or B or C, completed within the past two years, are eligible to enroll in courses up to and including FCC course MATH145.

2. Intermediate Transitional Algebra with an A or B and earning the designated score on an FCC-approved college-readiness exam are eligible to enroll in non-STEM, FCC course MATH101 or MATH120.

3. Pre-Calculus or higher-level math course with an A, B, or C are eligible to enroll in the equivalent college-level credit-bearing course.

4. Designated transition math modules and earning the designated score on an FCC-approved college-readiness exam are eligible to enroll in non-STEM FCC course MATH101 or MATH120.

E. Individuals from FCPS who successfully completed English 12 with a reading comprehension Lexile Score of 1050 or higher and earn a final letter grade of A or B will be exempted from the reading and writing placement tests. They will be deemed college-ready in reading and writing and will be eligible to enroll in FCC course ENGL101. This exemption is valid for one year after the individual's date of high school graduation.

F. Individuals from FCPS whose first language is not English will be exempted from the Accuplacer ESL placement tests and may concurrently enroll in FCC course ESOL100 while in high school, if they provide evidence of successfully completing EL English 10 with final letter grade of A or B. This exemption is valid only for rising juniors.

G. Individuals who have provided a copy of their SAT/ACT scores that meet the exemption criteria set by statewide agreements will be exempted from individual placement tests. SAT and ACT scores are valid for five years from the test date.

1. Individuals with an SAT Mathematics score of 500 or higher when taken before 8/1/17 or 530 or higher when taken after 8/1/17 are exempted from math placement testing.

2. Individuals with an ACT Mathematics score of 21 or higher are exempted from math placement testing.

3. Individuals with an SAT Critical Reading score of 500 or higher when taken before 8/1/17 or an Evidence-based Reading & Writing score of 480 or higher when taken after 8/1/17 are exempted from reading and writing placement testing.

4. Individuals with an average ACT score of 21 or higher on the English & Reading Tests are exempted from reading and writing placement testing.

H. Individuals who provide an official copy of the TOEFL (Test of English as a Foreign Language) score transcript and who score a 575 or higher on the paper-based test, or a score of 90 or higher on the internet-based test are exempted from the reading, writing, and ESL placement tests. TOEFL scores are valid for two years from the test date.

I. Individuals who provide a copy of their official Accuplacer or alternative placement test score(s), and meet the FCC placement criteria that exempts them from developmental reading, writing, and/or mathematics, will also be exempt from the corresponding FCC placement tests. These scores are valid for two years from the test date. The associate vice president for the Center for Teaching and Learning or their designee will evaluate the scores and assign course placement(s) based on FCC standards.
J. Individuals who provide an unofficial transcript indicating satisfactory completion (at a C or better) of the highest-level developmental course work in reading, writing, and/or mathematics at another Maryland community college or University System of Maryland college/university are exempted from corresponding placement tests. There is no expiration for this exemption regarding the age of the transfer course. Reading and writing placement exemptions do not apply to ESL course work.

K. Visiting students from other institutions of higher learning who present a "Permission to Enroll" form will have prerequisites waived for the courses certified by the sending institutions. No placement exemption will be entered complete the Visiting Student Form.

L. Individuals who have provided an official transcript indicating that they have been awarded an associate degree or higher from an accredited U.S. institution will be exempted from placement testing.

M. Students who have successfully completed an FCC-approved academic intervention will be permitted one additional retest for a total of three placement test attempts, unless otherwise permitted by a specific FCC program.

N. Individuals enrolled in FCPS or another school with a dual enrollment agreement with the College who wish to participate in dual enrollment may take the placement tests twice. Individuals may retest the placement test a third time within six months of high school graduation, with an unofficial transcript or report card indicating successful completion of grade 12 English and/or math, and verification of their placement testing records by the Testing Center.

O. Individuals who have completed their junior year or graduated from a Maryland Public High School and present a transcript that verifies a cumulative, unweighted high school GPA of 3.0 or better will be exempt from taking the reading, writing, and mathematics placement testing. This measure does not apply to grades earned in English as a Second Language (ESL) courses. This GPA exemption will be valid for five years after the date of the individual's high school graduation.

P. Individuals who are otherwise exempted by the associate vice president for the Center for Teaching and Learning or their designee.

VIII. Related Policies and Procedures

Academic Standards

The official version of the College Academic Assessment and Placement Policy and Procedures is located on frederick.edu and is currently under review.

Determination of Residency for Tuition Purposes

Policy and Procedures

I. Philosophy and Scope

The determination of residency or domicile is governed by the Frederick Community College Board of Trustees in accordance with Maryland State and Federal law. A student’s residence for tuition determination is assessed at the time they apply to the College. The burden of proof of residency is to be upon the student, and they will be required to certify by signature to the accuracy of the information provided to the College.

As an open-admission institution, Frederick Community College grants admission to all students regardless of citizenship or immigration status.
III. Responsible Senior Leader and Responsible Office
Vice President for Student Affairs

IV. Entities Affected by this Policy and Procedures
FCC students

V. Veterans, Military Personnel, and their Family Members

A. Military Personnel and their Family Members
1. Military personnel who are stationed, living, or domiciled in Maryland, and their spouses and dependents, are considered residents of Frederick County and granted in-county tuition. If the service member moves out of the state, the service member, dependents, and spouse remain eligible for in-county tuition as long as they stay continuously enrolled in courses at the College. All verification documentation can be submitted by email to Veteran and Military Services at veterans@frederick.edu.

2. Individuals who have relocated to Maryland as a result of the Base Realignment and Closure process (BRAC), will be granted a waiver of the three (3) months residency requirement. The individual or their family member must present a letter from an employer on company letterhead, confirming that their relocation to Maryland and/or Frederick County was a result of the BRAC process to Registration and Records in-person to Jefferson Hall or by email to registration@frederick.edu. For purposes of determining tuition rates, eligible individuals and dependents will be treated as in-county residents if they locate in Frederick County; they will be treated as out-of-county residents if they locate outside of Frederick County but in-state residents if they locate outside of Maryland.

B. Veterans and their Family Members
Any veteran or service member using the Post-9/11 G.I. Bill® (Chapter 33), Montgomery G.I. Bill®-Active Duty (Chapter 30), or Veteran Readiness and Employment (Chapter 31) who enrolls in courses at the College following a period of active duty service of 90 days or more is considered a Frederick County resident and granted in-county tuition regardless of their formal state of residence. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at www.benefits.va.gov/gibill.

Any dependent or spouse using transferred Post-9/11 G.I. Bill® benefits (Chapter 33), Dependents’ Education Assistance (Chapter 35), or the Marine Gunnery Sergeant John David Fry Scholarship, is considered a Frederick County resident and granted in-county tuition regardless of their formal state of residence.

Any veteran, spouse, and dependents (not using a VA education benefit) who are living or domiciled in Maryland are considered residents of Frederick County and granted in-county tuition. If the veteran moves out of the state, the veteran, spouse, and dependents remain eligible for in-county tuition as long as they stay continuously enrolled in courses at the College.

VI. International, Foreign National, and Immigrant Students
A foreign national lawfully eligible for study in the United States may be considered a resident for tuition purposes if the student meets the domicile requirements stated in this procedure. 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 eligible for study in the United States on certain visa types with an indeterminate authorized stay may be considered as a Maryland resident for tuition purposes, if the domicile requirements of this procedure have been satisfied.

The following visa status types determine residency as indicated:

<table>
<thead>
<tr>
<th>VISA</th>
<th>Description</th>
<th>Domicile</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Diplomats, family, staff</td>
<td>In-County</td>
</tr>
<tr>
<td>B</td>
<td>Temporary visitor</td>
<td>See section VI - A below</td>
</tr>
<tr>
<td>C</td>
<td>Aliens in transit</td>
<td>Out-of-State</td>
</tr>
<tr>
<td>D</td>
<td>Treaty trader-Taiwan only</td>
<td>In-County</td>
</tr>
<tr>
<td>E</td>
<td>Student and dependents</td>
<td>Out-of-State</td>
</tr>
<tr>
<td>F</td>
<td>Representative of a world organization</td>
<td>Out-of-State</td>
</tr>
<tr>
<td>G</td>
<td>Temporary worker and dependents</td>
<td>In-County</td>
</tr>
<tr>
<td>H</td>
<td>Other specialty workers</td>
<td>Out-of-State</td>
</tr>
<tr>
<td>I</td>
<td>Foreign media/journalist</td>
<td>In-County</td>
</tr>
<tr>
<td>J</td>
<td>Exchange visitor, Au pair, scholar</td>
<td>Out-of-State</td>
</tr>
<tr>
<td>K</td>
<td>Fiancé of U.S. citizen/ Frederick County resident</td>
<td>In-County</td>
</tr>
<tr>
<td>L</td>
<td>Intra-company transferee</td>
<td>In-County</td>
</tr>
<tr>
<td>M</td>
<td>Foreign vocational student, dependents</td>
<td>Out-of-State</td>
</tr>
<tr>
<td>N</td>
<td>Religious worker</td>
<td>In-County</td>
</tr>
<tr>
<td>O</td>
<td>Professionals under NAFTA agreement</td>
<td>Out-of-State</td>
</tr>
<tr>
<td>P</td>
<td>Permanent Resident; Green Card; Refugee, Asylee</td>
<td>In-County</td>
</tr>
</tbody>
</table>

A. Individuals in “B Temporary Visitor Status” are not allowed to engage in a course of study, which is not for credit leading to a degree or certificate. In certain cases, B visa holders can participate in courses which are recreational and do not lead to a degree. Out-of-state tuition rates will apply.

B. Students who are in the category of “Deferred Action Childhood Arrivals” (DACA), or “Temporary Protected Status” (TPS) are eligible to establish in-state/in-county residency for tuition purposes. Being eligible for in-county or in-state tuition does not alter your immigration residency status. U.S. residency status is processed, determined, and completed by the U.S. government.

C. In-county residency status for eligible “International/Foreign National Students” must meet the same three (3) months requirements and proof of residency documents as all other students.

D. An individual’s immigration status may not preclude award of MD residency under this policy if the individual has the legal capacity to establish domicile in Maryland.

VII. Maryland Dream Act
A. Students who have met the eligibility requirements outlined in the Maryland Dream Act will be granted the opportunity to receive in-county tuition. The student must present an affidavit to Registration and Records within the Enrollment Center located on the first floor of Jefferson Hall stating that they will file an application to become a permanent resident within 30 days of becoming eligible to do so.
VIII. Reclassification of Residency for Tuition Purposes

A. Students requesting a reduced tuition rate based on a change of address must submit proof of actual address change as defined in Section VIII by completing the online "Change of Address" form. The proof of residency and "Change of Address" form can also be submitted in print by one of the following ways:
   1. In-person to Registration and Records within the Enrollment Center located in Jefferson Hall,
   2. Through assigned "myFCC" email account by emailing registration@frederick.edu
   3. By fax (301.624.2799), or
   4. Via U.S. postal mail to Registration and Records.

B. Students requesting a reduced tuition rate based on Visa status can do so by completing the online "Tuition Rate Change" form. The "Tuition Rate Change" form can also be submitted in print by one of the following ways:
   1. In-person to Registration and Records within the Enrollment Center located in Jefferson Hall,
   2. Through assigned "myFCC" email account by emailing registration@frederick.edu
   3. By fax (301.624.2799), or
   4. Via U.S. postal mail to Registration and Records.

C. Request for change in residency classification for tuition purposes must be submitted prior to the "last day to add" for the first session for which the student is enrolled in order to be changed for that session. Residency determination for tuition purposes is term specific and not retroactive. A student moving to a different residence during a semester and provides proof after the "last day to add" will have their residency adjusted for the following semester.

D. If there has been a change of address that affects residency, tuition will be adjusted for the following semester as follows:
   1. A student moving to a higher tuition rate based on their residency will have their residency determination for tuition purposes automatically changed to reflect their new residency status.
   2. A student moving to a lower tuition rate based on their residency will bear the burden of proof of the new residency status.

IX. Proof of Residency

In accordance with Maryland State and Federal Law, any of the following factors will be considered to be proof of legal residency:

A. Substantially uninterrupted presence, including the months when the student is not in attendance at the College, as evidenced by ownership or rental of living quarters in which the student resides. (12-month lease or mortgage)

B. Payment of Maryland state and local income taxes. (MD 502 Tax Form)

C. Registration to vote in Frederick County and/or the state. (Voters Registration Card)

D. Registration of a motor vehicle in the state, with a local address specified, if the person owns such a vehicle. (Motor Vehicle Registration Card)

E. Possession of a valid Maryland driver’s license, with a local address specified, if the person is licensed anywhere to drive a motor vehicle, or a valid Maryland MVA-issued ID. (Driver's license or MVA issued ID card)

F. Active duty military personnel, honorably discharged veterans, spouses and dependents who reside, are stationed, or domiciled in Maryland are exempt from the 3-month requirement and are considered in-county once proof is shown. (Military orders, letter from Education Officer, DD214 and any of the residency factors listed above).

X. Appeals and Exceptions to Residency Classification for Tuition Purposes

Students who intend to appeal their residency classification may do so by appealing in writing, to the College Registrar. Appeals must be accompanied by appropriate evidence of your actual residence. Your appeal must be received before the end of the third week of classes in the fall and spring semesters, and the first week of summer and winter terms. Any changes received after these deadlines will be effective the following semester.

Students who are in unstable housing situations may be eligible for adjusted tuition based on residency classification for tuition purposes. Contact the Registrar to discuss potential ways and documentation to prove residency.

XI. Related Policies and Procedures

Admissions

Tuition and Fees

The official version of the College Determination of Residency for Tuition Purposes Policy and Procedures is located on frederick.edu and may be revised annually. Revisions to this policy took effect July 1, 2021.

In-county Tuition Rate for Employees of Frederick County Business & Industry

FCC offers in-county tuition rates for students working within Frederick County. Employer must offer a tuition reimbursement program to employees. For details please call the Student Finance Office at 301.846.2456 or email studentfinance@frederick.edu.

Veteran and Military Educational Benefits

FCC is approved by the Maryland Higher Education Commission to train eligible veterans, dependents, and active duty personnel. If you are not sure what type of VA benefits you qualify for, you may contact the VA Regional Office’s toll-free number 1.888.442.4551 or visit the VA website at gibill.va.gov. To learn more about the FCC services available to veterans, service members, and their families and for links to additional resources, please visit frederick.edu/veterans.

The FCC point of contact for all VA and Military Education programs is FCC Veteran and Military Services, Annapolis Hall (A-109); veterans@frederick.edu; 301.624.2836.

Student Refunds

Eligibility for a tuition refund is based on the date of your withdrawal. See the Academic Sessions on page 1 for those dates. The student refund process begins after the second week of classes. Students who pay with a credit card will be refunded directly back to the card. Financial aid, scholarships, and all other academic refunds will be refunded through BankMobile to a selected bank account. Visit refundselection.com to set up your banking information to ensure your refund preference is activated. For more information, please contact Student Finance at 301.846.2456 or BankMobile at 1.877.405.1856. Additional information regarding tuition refund appeals is shown in the Tuition and Fees Policy and Procedures.
If you purchased course materials from the FCC Bookstore for a class you have dropped, and want a refund, please visit bookstore.frederick.edu and submit a Return Request Form. Requests for refunds are submitted at the time the course is dropped. Complete details are available online.

Senior Citizen Tuition Benefit Policy

Students age 60 and older who are Maryland residents may take classes on a graded or audit basis at FCC if they register starting December 13, 2023 for spring 2024 semester. Students receiving this Tuition Benefit must meet all the required course prerequisites. Students must pay fees. See the Tuition & Fees on page 2 for an explanation of fees and payment due dates. You can register before this date to reserve space, but you will have to pay full tuition and will not be eligible for the tuition-free benefit. There is no waiver of fees.

Students with Disabilities with Tuition Waiver

HB104, enacted by the 2011 Maryland General Assembly, redefines the tuition waiver for community college students with disabilities as those out of the workforce by reason of total and permanent disability. HB104 supersedes previous legislation and proposes significant changes to Section 16-106c of the Education Article, Annotated Code of Maryland. HB53, effective July 1, 2012, allows for Continuing Education & Workforce Development students to receive disability waivers for qualifying classes. Eligibility for this tuition waiver is as follows:

Any resident of Maryland who is out of the workforce due to total and permanent disability who enrolls in a class that has at least 10 regularly enrolled students is exempt from payment of tuition as defined in Section 16-106, Education Article, Annotated Code of Maryland.

An individual can take up to 12 credits per semester if enrolled in classes as part of a degree or certificate program designed to lead to employment. Individuals not enrolled in a degree or certificate program will be limited to six credits per semester.

In order to receive this waiver of tuition:

1. An individual must provide the College with certification of their total and permanent disability from the Social Security Administration, the Railroad Retirement Board, or in the case of a former federal employee, the Office of Personnel Management.

2. Individuals enrolled in a degree or certificate program must apply for any state or federal student financial aid, by completing the Free Application for Federal Student Aid (FAFSA) at studentaid.gov. Payment for all course fees will be required in order to have classes held. Please refer to the payment chart listed within the Financial Aid section.

   a. Any student financial aid, other than a student loan, received by the student shall be applied first to pay the individual’s tuition.

   b. The waiver shall apply to the difference, if any, between the charge for tuition and the financial aid award, not including a student loan that the individual receives. Students must pay fees not covered by the waiver.

Disability Access Services (DAS)

The College provides support services to students with disabilities. The specific needs of each student are considered on an individual basis. Students with disabilities are encouraged to contact the Disability Access Services (DAS) Office as early as possible after applying for admission. Reasonable accommodations, based on student request and disability documentation submitted, may be approved for classes and placement testing, if applicable.

FINANCIAL AID

The Financial Aid Office at Frederick Community College is committed to providing a high level of service to support students in achieving their academic goals by helping to remove the financial barriers to college attendance. Our Financial Aid staff (301.846.2620) can help you consider all options and sources for funds including scholarships, grants, work-study opportunities, and different types of loans.

Students can only receive financial aid for courses that are required for their declared degree or eligible certificate program. Students are encouraged to meet with an academic advisor to ensure they are enrolled in required course work.

Application Process

1. Complete the 2023-2024 Free Application for Federal Student Aid (FAFSA) online at studentaid.gov and list the school code in step 6 (002071).

   Priority deadline to apply is November 1, 2023.

2. Upon receipt of your FAFSA data, Financial Aid will contact you regarding eligibility and/or to request additional documentation. Students who are selected for verification will be required to submit additional documentation such as IRS Tax Transcript. Students should check their “To Do” list in PeopleSoft under the TASKS tile for a list of required documents.

   If you apply after the deadline and your file has not yet been processed, you will need to make payment arrangements with the Student Accounts Office.

   Detailed information on all financial aid programs can be found at frederick.edu under Paying for College.

Attendance Requirement

Students receiving financial aid must attend courses to qualify for their awards. Failure to attend will result in the student owing a balance with the College. Students must drop their courses prior to the 100% refund date for their sessions if they do not attend.

Recommended deadlines for the fall 2023 semester:

A financial aid file is considered complete when all required documents have been received. Students will be able to view their financial aid awards in PeopleSoft. For students who have a complete file but have not yet been awarded by the payment due date there are payment plan options available.

<table>
<thead>
<tr>
<th>If you register for classes between</th>
<th>FAFSA and all required documentation must be completed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 21 - November 22</td>
<td>November 1, 2023</td>
</tr>
<tr>
<td>After November 22</td>
<td>Must pay in full or enroll in payment plan</td>
</tr>
</tbody>
</table>

* Please refer to pages 2-3 for payment deadlines and drop zone information.
Maryland State Scholarships
Information about the application process and important deadline dates for Maryland State Scholarships please check: www.mhec.state.md.us.

It is important that each student create a MDCAPS account on the portal to receive information about Maryland State scholarships and to view requested documents.

Pending Financial Aid Payment Plan
This is an option for you if:
• FCC has received your 2023-2024 FAFSA and you have a valid EFC (Expected Family Contribution)
• You have submitted all required items on your “to do” list in Peoplesoft
• You are not suspended from financial aid; and
• You are not in default on a prior student loan
Note: Please allow 48-72 hours for FCC to receive your FAFSA after you complete at fafsa.gov.

Spring 2024 Pending Financial Aid Payment Plan

<table>
<thead>
<tr>
<th>Last day to enroll online</th>
<th>Required down payment</th>
<th>Number of payments</th>
<th>Months of payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 10</td>
<td>None</td>
<td>3</td>
<td>March 1 - May 1</td>
</tr>
</tbody>
</table>

If award showing in PeopleSoft is greater than your tuition balance, no further action is needed.

If less, you must pay the difference in full or sign up for the pending financial aid payment plan by the due date to avoid the Drop Zone. Dates are on page 2.

If you have an incomplete file, you must sign up for the regular payment plan by the due date to avoid the Drop Zone or pay in full.

If you have a completed file but are waiting for the award, you must sign up for the pending financial aid payment plan by the due date or pay in full to avoid the Drop Zone. Log into Peoplesoft as you may qualify for the deferred pending aid payment plan.

If you sign up for the pending financial aid payment plan, you are responsible for charges not covered by financial aid.

Scholarships

FCC offers institutional scholarships. Students can apply using the online system which is located on the financial aid page at frederick.edu. The Academic Works system is open for applications:

• October 1, 2023 - December 31, 2023 for spring 2024 semester

Contact Michael Thornton, scholarship program manager, in the FCC Foundation Office, 301.846.2438 to explore your options.

Family Educational Rights & Privacy Act of 1974 (FERPA)

FERPA, commonly known as the Buckley Amendment, was issued by the Department of Health, Education and Welfare in the 1976 Federal Register. The regulations were transferred to the Department of Education when it was established and codified in Part 99 of Title 34 of the Code of Federal Regulations.

The purpose of FERPA is to afford certain rights to students concerning their educational records. FERPA applies to all schools that receive funding under most programs administered by the Secretary of Education. Most postsecondary institutions, both public and private, generally receive such funding and must, therefore, comply with FERPA.

FERPA applies to all education records maintained by a postsecondary institution, or by any party acting for the institution, which are directly related to the student. These include, but are not limited to, assessment test scores, academic standing, rosters, class schedule, or any information that would make the student’s identification easily traceable. FCC may release directory information, which includes student’s name, dates of attendance, and enrollment status—see the FCC catalog for a complete list.

Students wishing to restrict directory information or grant additional access must contact Registration and Records (in writing) with their request. There is no expiration date for these access exceptions. Contact Registration and Records for additional information.

The Consent to Release Student Educational Records is an electronic form available online at www.frederick.edu/admissions/registration-forms.aspx.

BOOKSTORE

The Bookstore is located at the main entrance of the Student Center. Stop in for school supplies, snacks, and the latest FCC gear. Order your books online at bookstore.frederick.edu; textbooks are not available for shopping on our shelves.

Ordering assistance is available by emailing bookstore@frederick.edu, or in person at one of our order kiosks. Counter service for course materials is available during store hours with your FCC Student ID. The store offers in-store pickup during store hours, free delivery to Student Center Smart Lockers for pickup after hours, or shipping to your address.

Students who wish to use their financial aid credit balance towards the purchase of their books and supplies must complete the Student Aid Authorization form at https://app.perfectforms.com/PresentationServer/

DINING SERVICES

FCC has partnered with Canteen USA to manage the Cougar Café, Coffee Shop, and Catering services. For hours of operation and additional information, visit frederick.edu/student-resources/dining-services.aspx. Canteen can be contacted at cafemanager@frederick.edu or by phone at 301.846.2738.
No Cost / Low Cost Textbooks
FCC is committed to making college more affordable with more faculty adopting lower cost textbook options.

Within this schedule, if a course has this icon, it means some or all sections of the course utilize textbook materials for less than $40 and/or free Open Educational Resources. For the textbooks or materials required for the course, please check bookstore.frederick.edu. Certain no/low cost textbook courses (e.g., science labs, art studio classes) have textbooks available for less than $40 but may require purchase of additional course materials and supplies.

When you register for classes, check the notes section to see if the course offers a No Cost/Low Cost textbook option.

General Education Courses
This symbol indicates a general education course. The general education CORE is designed to introduce undergraduates to the fundamental knowledge, skills and values which are essential to the study of academic disciplines, to the pursuit of life-long learning, and to the development of educated members of the community and the world. A full list of general education offerings for spring 2024 is located on pages 16-17.

Cultural Competence Requirement
Developing cultural competence is essential for living and working in a diverse democratic society. As part of the College degree requirements, students must complete a class that is designated a cultural competence course. This symbol indicates a course that will fulfill the cultural competence requirement. A full list of cultural competence offerings for spring 2024 is located on page 17.

FCC Transcript Services (Outgoing Transcripts)

FEMA Students
Instructions for ordering official transcripts are located on the Mid-Atlantic Center for Emergency Management & Public Safety Independent Study Credit Conversion Page.

Official Credit Transcripts (All Students and Alumni)
Registration & Records is pleased to announce a convenient transcript service through a third-party vendor for current and former college students. The service allows students to order their official transcripts online to be sent electronically or through the mail (USPS).

For more information on requesting an official transcript or outgoing transcript services, please visit https://www.frederick.edu/current-students/transcript-services

For further assistance, please contact TranscriptRequest@frederick.edu

FCC Digital Credentials – Your FCC Diploma
Frederick Community College is pleased to announce that graduates receiving an associate and/or certificate diploma will receive a printed diploma and will be able to retrieve a free certified electronic credential known as a CeDiploma or CeCertificate.

Students whose associate and/or certificate credentials were posted before August 1, 2022 can order and pay for a legacy digital diploma using the duplicate diploma re-order form. Select Legacy CeDiploma from the drop-down menu.

For information regarding graduation, commencement, and your FCC diploma, please visit https://www.frederick.edu/current-students/fccgraduation-commencement.aspx

For further assistance, please contact graduation@frederick.edu
<table>
<thead>
<tr>
<th>Directory Category</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Information</td>
<td>301.846.2400</td>
<td><a href="mailto:assist@frederick.edu">assist@frederick.edu</a></td>
</tr>
<tr>
<td>Admissions</td>
<td>301.624.2716</td>
<td><a href="mailto:admissions@frederick.edu">admissions@frederick.edu</a></td>
</tr>
<tr>
<td>Athletics</td>
<td>301.846.2500</td>
<td><a href="mailto:athletics@frederick.edu">athletics@frederick.edu</a></td>
</tr>
<tr>
<td>Bess &amp; Frank Gladhill Learning Commons/Library</td>
<td>301.846.2444</td>
<td><a href="https://answers.frederick.edu">https://answers.frederick.edu</a></td>
</tr>
<tr>
<td>Bookstore</td>
<td>301.846.2463</td>
<td><a href="mailto:bookstore@frederick.edu">bookstore@frederick.edu</a></td>
</tr>
<tr>
<td>Career and Academic Planning Services (CAPS)</td>
<td>301.846.2471</td>
<td><a href="mailto:emailadvising@frederick.edu">emailadvising@frederick.edu</a></td>
</tr>
<tr>
<td>Carl &amp; Norma Miller Children's Center</td>
<td>301.846.2612</td>
<td><a href="mailto:childrenscenter@frederick.edu">childrenscenter@frederick.edu</a></td>
</tr>
<tr>
<td>Center for Teaching &amp; Learning</td>
<td>301.846.2521</td>
<td><a href="mailto:ctl@frederick.edu">ctl@frederick.edu</a></td>
</tr>
<tr>
<td>Continuing Education &amp; Workforce Development</td>
<td>301.624.2888</td>
<td><a href="mailto:ceinfo@frederick.edu">ceinfo@frederick.edu</a></td>
</tr>
<tr>
<td>Counseling &amp; Wellness Services</td>
<td>301.624.2785 &amp; 301.624.2757</td>
<td><a href="mailto:counselingandwellness@frederick.edu">counselingandwellness@frederick.edu</a></td>
</tr>
<tr>
<td>Disability Access Services (DAS)</td>
<td>301.846.2408</td>
<td><a href="mailto:disabilityservices@frederick.edu">disabilityservices@frederick.edu</a></td>
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<tr>
<td>Dual Enrollment/Open Campus</td>
<td>240.629.7886</td>
<td><a href="mailto:dualenrollment@frederick.edu">dualenrollment@frederick.edu</a></td>
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<tr>
<td>FEMA Program and Transcripts</td>
<td>301.624.2854</td>
<td><a href="mailto:creditconversion@frederick.edu">creditconversion@frederick.edu</a></td>
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<tr>
<td>Financial Aid</td>
<td>301.846.2620</td>
<td><a href="mailto:financialaid@frederick.edu">financialaid@frederick.edu</a></td>
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<tr>
<td>Global Learning</td>
<td>301.846.2521</td>
<td><a href="mailto:rflores@frederick.edu">rflores@frederick.edu</a></td>
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<tr>
<td>Graduation</td>
<td>301.846.2431</td>
<td><a href="mailto:graduation@frederick.edu">graduation@frederick.edu</a></td>
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<tr>
<td>Internship &amp; Apprenticeship</td>
<td>301.624.2724</td>
<td><a href="mailto:internships@frederick.edu">internships@frederick.edu</a></td>
</tr>
<tr>
<td>Making Our Space an Inclusive Community (MOSAIC) Center</td>
<td>240.629.7841</td>
<td><a href="mailto:mosaiccenter@frederick.edu">mosaiccenter@frederick.edu</a></td>
</tr>
<tr>
<td>Online Learning and Instructional Innovations</td>
<td>301.846.2401</td>
<td><a href="mailto:kjacob@frederick.edu">kjacob@frederick.edu</a></td>
</tr>
<tr>
<td>Prior Learning Assessment</td>
<td>301.846.2587</td>
<td><a href="mailto:rdavis@frederick.edu">rdavis@frederick.edu</a></td>
</tr>
<tr>
<td>Registration &amp; Records</td>
<td>301.846.2431</td>
<td><a href="mailto:registration@frederick.edu">registration@frederick.edu</a></td>
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<tr>
<td>Security</td>
<td>301.846.2453</td>
<td><a href="mailto:security@frederick.edu">security@frederick.edu</a></td>
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<tr>
<td>STEM Learning Center</td>
<td>240.629.7839</td>
<td><a href="mailto:bpenko@frederick.edu">bpenko@frederick.edu</a></td>
</tr>
<tr>
<td>Student Finance (Cashier's Office)</td>
<td>301.846.2456</td>
<td><a href="mailto:studentaccounts@frederick.edu">studentaccounts@frederick.edu</a></td>
</tr>
<tr>
<td>Student Leadership &amp; Engagement</td>
<td>301.624.2793</td>
<td><a href="mailto:studentengagement@frederick.edu">studentengagement@frederick.edu</a></td>
</tr>
<tr>
<td>Student Success Programs</td>
<td>301.624.2894</td>
<td><a href="mailto:studentsuccessprograms@frederick.edu">studentsuccessprograms@frederick.edu</a></td>
</tr>
<tr>
<td>Testing Center</td>
<td>301.846.2522</td>
<td><a href="mailto:testingcenter@frederick.edu">testingcenter@frederick.edu</a></td>
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<tr>
<td>Transfer Coordinator (Transfer with Success Act)</td>
<td>301.846.2595</td>
<td><a href="mailto:ter@frederick.edu">ter@frederick.edu</a></td>
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<tr>
<td>Transcript Evaluation (Incoming Transcripts)</td>
<td>301.846.2595</td>
<td><a href="mailto:transferevaluation@frederick.edu">transferevaluation@frederick.edu</a></td>
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<tr>
<td>Transcript Requests (Outgoing official transcripts)</td>
<td>301.846.2653</td>
<td><a href="mailto:transcriptrequest@frederick.edu">transcriptrequest@frederick.edu</a></td>
</tr>
<tr>
<td>Tutoring &amp; Writing Center</td>
<td>301.846.2619</td>
<td><a href="mailto:csloan@frederick.edu">csloan@frederick.edu</a></td>
</tr>
<tr>
<td>Veteran and Military Services</td>
<td>301.624.2836</td>
<td><a href="mailto:veterans@frederick.edu">veterans@frederick.edu</a></td>
</tr>
</tbody>
</table>
**PROGRAM CONTACT LIST**

### Computing and Business Technology (CBT)
- Academic Office Manager (C-220): Dorree Lynn Miles. 301.846.2505
- Accounting, CPA Prep: Karen A. Wilson. 301.624.2848
- Business Administration, Business Management, Economics: Dr. Susan McMaster. 240.629.7978
- Computer Science, Information Systems Management, STEM (Technology): James Hatch. 301.624.2769
- Cybersecurity, Information Technology (all options): James Hatch. 301.624.2769
- Legal Studies: Dr. Tracy Parker. 301.624.2819

### Communication, Arts & Languages (CAL)
- Academic Office Manager (F-101): Amy Mabey. 301.846.2512
- American Sign Language: Jerri Seremeth. 240.772.5935
- Sign Language Interpreter Prep: Dr. Leslie Puzio. 301.624.2783
- Art: Wendell Poindexter. 301.846.2513
- Audio Production: Dr. Todd Campbell. 301.624.2844
- Communication: Dr. Kathy Brooks. 301.846.2635
- Mass Communication: Dr. Kathy Brooks. 301.846.2635
- Graphic Design: Diane Xu. 301.846.2637
- Film & Video & Photography: Jason Santelli. 301.846.2533
- Music: Dr. Michael Gersten. 301.846.2566
- Theatre: Ted Jones. 301.846.2515
- World Languages: Ana María Pinzón. 301.624.2843

### Construction & Applied Technologies Institute (The Monroe Center)
- Building Trades Technology: Chuck LoSchiavo. 240.629.7902
- Computer Aided Design Technology: Chuck LoSchiavo. 240.629.7902
- Construction Management Technology: Chuck LoSchiavo. 240.629.7902
- Administrative Associate (Monroe, MC-152B): Shela Stewart. 240.629.7912

### English & Humanities
- Academic Office Manager (H-243): Valerie Fox. 301.846.2600
- English & Humanities: Anne Hofmann. 240.629.7926
- ACCE Coordinator: Dr. Brian Stipelman. 301.846.2761
- Developmental English: Dr. Jocelyn Hirai. 301.846.2450
- Dual Enrollment English Coordinator: Bryan Hiatt. 301.846.2511
- ENGL101 Coordinator: Dr. Aaron Clayton. 240.629.7834
- Humanities/Philosophy: Anne Hofmann. 240.629.7926

### English for Speakers of Other Languages
- Program Manager (E-109): Lama Masri. 240.629.7925

### Health Science
- Academic Office Manager (L-107): Ann Geyer. 301.846.2605
- Academic Office Manager (L-108): Earl (Dex) Manthey. 301.846.2524
- Director of Nursing Education: Kyla Newbould. 301.846.2607
- Health & Exercise Science: Noah Gibson. 301.846.2503
- Medical Assistant: Michele Tertel. 301.624.2845
- Physical Therapist Assistant: Amelia Iams. 301.846.2644
- Respiratory Care: Lanette Shockey. 301.846.2516
- Surgical Technology: Crystal Shea. 240.629.7959

### Honors
- Dr. Bruce Thompson. 301.846.2535

### Hospitality, Culinary & Tourism Institute (HCTI) (The Monroe Center)
- Institute Manager: Elizabeth DeRose. 301.846.2404
- Administrative Associate (Monroe, MC-152B): Shela Stewart. 240.629.7912

### Internship & Apprenticeships
- Internship & Apprenticeship Coordinator: Carla Milan. 301.624.2724

### Mathematics
- Academic Office Manager (B-228): Jeanne Nesbitt. 301.846.2530
- Mathematics: Kylene Cross. 240.629.7835
- Success, Outreach and Retention (SOAR) Coordinator: Dr. Darrin Berkley. 240.629.7838

### Mid-Atlantic Center for Emergency Management & Public Safety (MACEM&PS)
- Academic Office Manager (A106-C): Julie Hoyle. 240.629.7930
- Criminal Justice AOC, Public Safety AAS, Emergency Management AOC, National Security AOC: Didi Culp. 240.629.7952
- FEMA Program Coordinator: Holly Weedon. 301.624.2734
- FEMA Supported AAS, Police Science AAS, Emergency Management Certificate, Fire Service Administration AOC: Jason Deater. 301.846.2687

### Science
- Academic Office Manager (C-118): Sharon Smith. 301.846.2510
- Science (STEM): Patricia Sheppard. 301.846.2577
- Health Transfer: Jessica Newnam. 301.846.2581
- Biology: Teresa Calzonetti. 301.846.2557
- Non-STEM Biology: Patricia Sheppard. 301.846.2577
- Non-STEM Physical Sciences: Natasha Cleveland. 301.846.2563
- Biotechnology: Savita Prabhakar. 301.846.2564
- Chemistry: Christine ChinChoy. 240.629.7807
- Engineering: Perry Wood. 301.846.2554

### Social Sciences & Education
- Academic Office Manager (H-242): Nicole Welch. 301.846.2507
- Anthropology/Archaeology, Geography, Political Science: Corwin Parker. 301.624.2837
- Early Childhood Education/Early Childhood Special Education, and Early Childhood Development: Delaine Welch. 301.846.2559
- Elementary Education/Elementary Special Education, Secondary Education: Dr. Julie Horton. 301.846.2461
- History: Corwin Parker. 301.624.2837
- Human Services: Dr. Kristen Wells. 301.846.2696
- Psychology: Dr. Lisa DiDonato. 301.846.2465
- Sociology: Corwin Parker. 301.624.2837
### 1. Arts & Humanities

#### Arts

**Music**
- MUSC 101 - Music History and Appreciation (3)
- MUSC 103 - Fundamentals of Music (3)
- MUSC 104 - Songwriting I (3)
- MUSC 109 - American Popular Music (3)
- MUSC 201 - Music Cultures of the World (3)

**Theater**
- THEA 100 - Introduction to Theatre (3)
- THEA 112 - Introduction to Acting (3)

#### Visual Arts

- ARTT 100 - Introduction to the Creative Arts (3)
- ARTT 101 - Foundations of Studio Art I (3)
- ARTT 103 - The History of Art: Non-Western (3)
- ARTT 104 - The History of Art: Prehistoric to Early Renaissance (3)
- ARTT 105 - The History of Art: Renaissance to Modern (3)
- ARTT 106 - Drawing I (3)
- ARTT 113 - Pottery I (3)
- COMM 111 - Introduction to Mass Communication (3)
- COMM 11 - Introduction to Film (3)
- COMM 11H - Introduction to Film (3)

#### Communication

- COMM 101 - Introduction to Communication Studies (3)
- COMM 102 - Interpersonal Communication (3)
- COMM 102H - Interpersonal Communication (3)
- COMM 103 - Public Speaking (3)
- COMM 105 - Small Group Communication (3)
- COMM 107 - Career Communication (3)
- COMM 111 - Introduction to Mass Communication (3)
- ENGL 102 - English Composition and Literature (3)
- ENGL 241 - Journalism Publication Practicum (3)

#### Humanities

**English**
- ENGL 102 - English Composition and Literature (3)
- ENGL 102H - English Composition and Literature (3)
- ENGL 216 - The Short Story (3)
- ENGL 227 - Multiculturalism and Literature: Borders, Boundaries, and Belonging (3)
- ENGL 230 - African American Literature (3)
- ENGL 241 - Journalism Publication Practicum (3)
- ENGL 101 - English Composition (3)
- ENGL 101H - English Composition (3)

**Humanities**
- HUMN 101 - Cultural Identity in America: Race, Class, Gender, and Sexuality (3)
- HUMN 104 - Humanities in a Digital World (3)
- HUMN 105 - Cultural Studies: Latin America (3)
- HUMN 204 - World Religions (3)
- HUMN 210 - The Language of Hip Hop (3)
- HUMN 223 - Classical Mythology (3)

#### Language

- American Sign Language
  - ASLS 121 - American Sign Language I (3)
  - ASLS 122 - American Sign Language II (4)
  - ASLS 223 - American Sign Language III (4)
  - ASLS 224 - American Sign Language IV (4)
- French
  - FREN 102 - Introductory French I (3)
- Latin
  - LATN 101 - Introductory Latin I (3)
- Russian
  - RUSS 101 - Introductory Russian (3)
- Spanish
  - SPAN 101 - Introductory Spanish I (3)
  - SPAN 102 - Introductory Spanish II (3)
  - SPAN 200 - Spanish for Heritage and Fluent Speakers (3)
  - SPAN 202 - Intermediate Spanish II (3)

#### Philosophy

- PHIL 101 - Introduction to Philosophy (3)
- PHIL 105 - Ethics (3)
- PHIL 208 - Business Ethics (3)

### 2. English

**ENGL 101 - English Composition (3)**

**ENGL 101H - English Composition (3)**

### 3. Interdisciplinary & Emerging Issues

#### Computer Literacy

- CMIS 101 - Information Systems and Technology (3)
- CMIS 106 - Object Design and Programming (3)

#### General Education Courses | Spring 2024 Offerings

### Emerging Issues

- ACCE 112 - Academic Engagement Seminar (3)
- ASLS 124 - Introduction to Deaf Community and History (3)
- BMGT 281 - Global Awareness in the Work Environment (3)
- EMGT 101 - Disaster, Crisis, and Emergency Management (3)
- HONR 101 - Honors Academic Engagement Seminar (3)

#### Wellness

- HLTH 150 - Health Education (3)
- HLTH 160 - Stress Management (3)
- NUTR 102 - Nutrition in a Changing World (3)
- PHED 165 - Fitness for Living (3)

### 4. Mathematics

- MATH 101 / MATH 101A - Foundations of Mathematics (3)
- MATH 110 - Fundamental Concepts of Mathematics I (4)
- MATH 120 / MATH 120A - Statistics (3)
- MATH 125 - Business Statistics (3)
- MATH 127 - Statistics with Probability (4)
- MATH 145 / MATH 145S - College Algebra (3)
- MATH 165 - Precalculus (4)
- MATH 175 - Applied Calculus (3)
- MATH 185 - Calculus I (4)
- MATH 195 - Calculus II (4)

### 5. Biological & Physical Sciences

#### Biological Science

- BSCI 100 - Fundamental Concepts of Biology (4)
- BSCI 105 - Human Ecology (3)
- BSCI 107 - Study of the Human Body (3)
- BSCI 117 - Human Biology (4)
- BSCI 150 - Principles of Biology I (4)
- BSCI 160 - Principles of Biology II (4)
- BSCI 201 - Anatomy and Physiology I (4)
- BSCI 202 - Anatomy and Physiology II (4)
- BSCI 223 - Microbiology for Allied Health (4)

#### Biotechnology

- BIOT 101 - Biotechnology and Society (3)
- BIOT 130 - Forensic Biology (4)
### Chemistry
- CHEM 100 - Chemistry and Society (4)
- CHEM 101 - General Chemistry I (4)
- CHEM 102 - General Chemistry II (4)

### Physical Science
- PHSC 101 - Survey of Physical Science (3)
- PHSC 104 - Survey of Oceanography (3)
- PHSC 105 - Survey of Meteorology (3)
- PHSC 111 - Introduction to Physical Science (4)
- PHSC 112 - Introduction to Earth Systems Science (4)
- PHSC 115 - Introduction to Meteorology (4)
- PHSC 117 - Introduction to Astronomy (4)
- PHSC 122 - Historical Geology (4)

### Physics
- PHYS 101 - Survey of Physics (3)
- PHYS 122 - Fundamentals of Physics II (4)
- PHYS 151 - General Physics I (4)
- PHYS 252 - General Physics II (4)

### 6. Social & Behavioral Sciences

#### Anthropology
- ANTH 101 - Introduction to Anthropology (3)

#### Economics
- ECON 200 - Principles of Macroeconomics (3)
- ECON 202 - Principles of Microeconomics (3)

#### Education
- EDPS 210 - Human Growth and Development (3)
- EDUC 110 - Schools and Society (3)

#### Geography
- GEOG 101 - Elements of Geography (3)
- GEOG 102 - Cultural Geography (3)
- GEOG 201 - Urban Social Geography (3)

#### History
- HIST 101 - History of Western Civilization I (3)
- HIST 102 - History of Western Civilization II (3)
- HIST 121 - World History I (3)

‡ Course satisfies Cultural Competence Requirement
△ COMM 111 can be taken to satisfy either the General Education requirement in Arts or in Communication, but not both.
* ENGL 102 can be taken to satisfy either the General Education requirement in Communication or in Humanities, but not both.
+ ENGL 241 can be taken to satisfy either the General Education requirement in Communication or in Humanities, but not both.

### Cultural Competence Requirement

Developing cultural competence is essential for living and working in a diverse democratic society. As part of the College degree requirements, students must complete a class that is designated a cultural competence course. Cultural competence courses expose students to the knowledge and skills necessary to participate effectively in dynamic, evolving multicultural contexts. Following is a list of those courses that will fulfill the cultural competence requirement.

- ACCE 112 - Academic Engagement Seminar
- ANTH 101 - Introduction to Anthropology
- ANTH 103 - Introduction to Archeology
- ARTT 100 - Introduction to the Creative Arts
- ARTT 103 - The History of Art: Non-Western
- ARTT 104 - The History of Art: Prehistoric to Early Renaissance
- ARTT 105 - The History of Art: Renaissance to Modern
- ASLS 124 - Introduction to Deaf Community and History
- BMGT 281 - Global Awareness in the Work Environment
- COMM 102 - Interpersonal Communication
- COMM 102H - Interpersonal Communication
- COMM 105 - Small Group Communication
- ECON 200 - Principles of Macroeconomics
- EDUC 230 - Foundations of Special Education
- EMGT 213 - Social Impacts of Disaster
- ENGL 227 - Multiculturalism and Literature: Borders, Boundaries, and Belonging
- ENGL 230 - African American Literature
- GEOG 102 - Cultural Geography
- GEOG 201 - Urban Social Geography
- HCTI 225 - International and American Regional Cuisine
- HIST 121 - World History I
- HIST 122 - World History II
- HIST 217 - African American History
- HONR 101 - Honors Academic Engagement
- HUMN 101 - Cultural Identity in America: Race, Class, Gender, and Sexuality
- HUMN 105 - Cultural Studies: Latin America
- HUMN 204 - World Religions
- HUMN 210 - The Language of Hip Hop
- LGST 100 - Introduction to Law
- MUSC 201 - Music Cultures of the World
- NURS 101 - Introduction to Clinical Nursing
- SOCY 102 - Social Problems
- SOCY 210 - Ethnic Diversity
- SOCY 212 - Gender and Society
- SPAN 200 - Spanish for Heritage and Fluent Speakers
- SPAN 202 - Intermediate Spanish II
- SURG 130 - Introduction to Surgical Technology
- THEA 100 - Introduction to Theatre

‡ HIST 122 - World History II (3)
‡ HIST 201 - We the People: U.S. History to 1865 (3)
‡ HIST 202 - Let Freedom Ring: U.S. History since 1865 (3)
‡ HIST 217 - African-American History (3)
‡ HIST 220 - World War II (3)

### Political Science
- POSC 104 - American Government (3)

### Psychology
- PSYC 101 - General Psychology (3)
- PSYC 202 - Social Psychology (3)
- PSYC 202H - Social Psychology (3)

### Sociology
- SOCY 101 - Introduction to Sociology (3)
- SOCY101H - Introduction to Sociology (3)
- SOCY 102 - Social Problems (3)
- SOCY 210 - Ethnic Diversity (3)
- SOCY 212 - Gender and Society (3)
FCC offers a variety of course formats to meet the individual needs of students. Classes will be offered using the following learning formats:

**In-Person Courses**

- The course will meet on campus in an in-person environment.
- Students are expected to attend all class sessions in person.
- All College health and safety protocols should be observed while on campus.

**Online Courses (ONL)**

- The course is entirely online. Students may be required to come to campus, or an approved testing center, for certain assessments as specified in the syllabus.
- The class does not meet at a scheduled time.
- Students will meet all expected deadlines and expectations outlined by the professor.
- Students complete work on their own time.

**Web Enhanced (WE)**

- This course will meet on campus in an in-person environment, typically during a 13-week session.
- There will be additional mandatory online activities.
- Students are expected to attend all class sessions.
- All College health and safety protocols should be observed while on campus.

**Structured Remote Courses (SR)**

- The course is entirely online with scheduled class times. Students may be required to come to campus, or an approved testing center, for certain assessments as specified in the syllabus.
- Scheduled class times will be used for real-time virtual sessions, which may include virtual lectures, group discussion, or other class activities.
- Real-time virtual sessions will occur a minimum of once per week during scheduled class times. Scheduled real-time virtual session dates will be designated on the syllabus.
- Students are required to attend real-time virtual sessions.

**Hybrid Courses (HYB)**

- The course will meet in person and require online participation as noted in the syllabus.
- Online participation may mean real-time virtual participation (SR) or asynchronous participation (ONL).
- Students are expected to participate in all in-person sessions and real-time virtual sessions.
- Students will meet all expected deadlines and expectations outlined by the professor.
- All College health and safety protocols should be observed while on campus.

Select courses may include a Course Capture or HY-FLEX course designation. Look for these designations in PeopleSoft. For more information, visit frederick.edu/courseformats

Please reach out to your advisor for help or contact emailadvising@frederick.edu to answer any questions.

* IMPORTANT NOTE FOR IN-PERSON, WEB ENHANCED (WE), STRUCTURED REMOTE (SR), AND HYBRID (HYB) COURSES: When registering for classes, consider the course format, meeting dates and times, and location(s) for in-person participation, as well as requirements for real-time virtual instruction. Students must allow appropriate transition times between classes to account for different meeting requirements and/or locations.
ACCE: Academic and Career Engagement

ACCE 107 - Choosing a Major or Career (1)
ACCE 112 - Academic Engagement Seminar (3)
ACCE 130 - Career Assessment and Planning (3)
ACCE 160 - STEM Seminar 2 (1)
ACCE 270 - STEM Seminar 4 (1)

ACCT: Accounting

ACCT 100 - Business Accounting (3)
ACCT 101 - Principles of Accounting I (3)
ACCT 102 - Principles of Accounting II (3)
ACCT 111 - Computerized Accounting (3)
ACCT 117 - Payroll Accounting (3)
ACCT 202 - Intermediate Accounting II (4)
ACCT 203 - Managerial Cost Accounting (3)
ACCT 214 - Auditing (3)
ACCT 233 - Applied Accounting (3)

ANTH: Anthropology

ANTH 101 - Introduction to Anthropology (3)
ANTH 103 - Introduction to Archeology (3)

ARTT: Art

ARTT 100 - Introduction to the Creative Arts (3)
ARTT 101 - Foundations of Studio Art I (3)
ARTT 103 - The History of Art: Non-Western (3)
ARTT 104 - The History of Art: Prehistoric to Early Renaissance (3)
ARTT 105 - The History of Art: Renaissance to Modern (3)
ARTT 106 - Drawing I (3)
ARTT 107 - Drawing II (3)
ARTT 110 - Introduction to Watercolor I (3)
ARTT 111 - Watercolor II (3)
ARTT 112 - Jewelry Design (3)
ARTT 113 - Pottery I (3)
ARTT 114 - Pottery II (3)
ARTT 204 - Illustration I (3)
ARTT 205 - Illustration II (3)
ARTT 206 - Introduction to Figure Study (3)
ARTT 207 - Painting I (3)
ARTT 208 - Painting II (3)
ARTT 210 - Sculpture (3)

ASLS: American Sign Language Studies

ASLS 121 - American Sign Language I (3)
ASLS 122 - American Sign Language II (4)
ASLS 123 - American Sign Language Fingerspelling and Number Use (3)
ASLS 124 - Introduction to Deaf Community and History (3)
ASLS 232 - Introduction to the Structure of ASL (3)
ASLS 250 - ASL Immersion Experience (1)
ASLS 223 - American Sign Language III (4)
ASLS 224 - American Sign Language IV (4)

BIOT: Biotechnology

BIOT 101 - Biotechnology and Society (3)
BIOT 103 - Basic Lab Techniques (1)
BIOT 110 - Molecular Biology Techniques (4)
BIOT 130 - Forensic Biology (4)
BIOT 220 - Cell Biology and Cell Culture Techniques (4)
BIOT 222 - Cell Therapy and Flow Cytometry (4)
BIOT 224 - Gene Therapy Fundamentals (4)
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<td>Virtualization and Cloud Essentials (3)</td>
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**No/Low Cost Textbooks:** At FCC, this symbol indicates courses in which some or all sections utilize textbooks that are available for less than $40 and/or free Open Educational Resources. Please check the current schedule on the web for specific sections with the No/Low Cost Textbooks notation and additional information. These sections require regular access to the Internet as most of the resources are in a digital format. Note that certain no/low cost textbook courses (e.g., science labs, art studio classes) have textbooks available for less than $40 but may require purchase of additional course materials and supplies.

**Courses with Additional Fees:** This symbol indicates a course with additional fees. For fee amounts and full details, review the notes in the online, real-time schedule.
CMIS 120 - PC Operating Systems (3)
CMIS 121 - PC Repair & Diagnostics (3)
CMIS 140 - Java Programming (3)
CMIS 175 - Game Theory and Design (3)
CMIS 176 - Game Creation (3)
CMIS 177 - Interactive 3D Technology (3)
CMIS 178 - 3D Modeling and Animation (3)
CMIS 179 - Cybersecurity Fundamentals (3)
CMIS 200 - IT Support Services (3)
CMIS 201 - Computer Science I (4)
CMIS 202 - Computer Science II (4)
CMIS 203 - Systems Analysis & Design (3)
CMIS 217 - Cybercrime and Digital Forensics (3)
CMIS 218 - Information Security (3)
CMIS 219 - Ethical Hacking (3)
CMIS 222 - Computer Organization (4)
CMIS 225C - Computer Programming Language: Mobile Applet Programming (3)
CMIS 226 - Game Scripting (3)
CMIS 227 - Game Programming (4)
CMIS 228 - Simulation and Game Development (4)
CMIS 280 - Networking Fundamentals (3)
CMIS 281 - Security Fundamentals (3)
CMIS 295 - Cloud Security (3)

ECED: Early Childhood Development

ECED 101 - Child Development & Behavior (3)
ECED 105 - Introduction to Early Childhood Education (3)
ECED 125 - Methods and Materials in Early Childhood (3)
ECED 205 - Administration of Child Development Centers (3)
ECED 215 - Understanding and Guiding the Young Child’s Behavior (3)
ECED 225 - Language & Literacy Development in Early Childhood (3)
ECED 245 - Directed Practicum in Early Childhood (3)

ECON: Economics

ECON 200 - Principles of Macroeconomics (3)
ECON 202 - Principles of Microeconomics (3)

EDPS: Educational Psychology

EDPS 210 - Human Growth and Development (3)

EDUC: Education

EDUC 110 - Schools and Society (3)
EDUC 220 - Educational Psychology (3)
EDUC 230 - Foundations of Special Education (3)
EDUC 240 - Processes and Acquisition of Reading (3)
EDUC 248 - Teaching Reading in the Content Areas, Part I (3)
EDUC 249 - Teaching Reading in the Content Areas, Part II (3)

EMGT: Emergency Management

EMGT 101 - Disaster, Crisis, and Emergency Management (3)
EMGT 106 - Hazard, Risk, and Mitigation (3)
EMGT 111 - Preparing and Securing the Homeland (3)
EMGT 207 - National Security in a Changing World (3)
EMGT 213 - Social Impacts of Disaster (3)
EMGT 220 - Emergency Operations Planning (3)
EMGT 221 - Public Safety Leadership and Ethics (3)
EMGT 295 - Navigating Information Landscapes: The Good, the Bad, and the Misleading (1)
EMGT 296 - Research Methods (1)
EMGT 297 - Public Safety Capstone (1)

Real Time Credit Schedule
Course offerings information is subject to change. For the complete and current detailed listing of the schedule of classes, visit frederick.edu/realtimeschedule

General Education Courses: This symbol indicates a general education course. A full list of general education offerings for spring 2024 is located on pages 16-17.

Cultural Competence Requirement: This symbol indicates a course that will fulfill the cultural competence requirement. A full list of cultural competence offerings for spring 2024 is located on page 17.
### ENGL: English

- **ENGL 70 - Introduction to College Reading and Writing (0) [6]**
- **ENGL 75 - Reading and Writing in the Academic Disciplines (0) [4]**
- **ENGL 100 - Advanced Reading for Composition (2)**
- **ENGL 101 - English Composition (3)**
- **ENGL 101H - English Composition (3)**
- **ENGL 102 - English Composition and Literature (3)**
- **ENGL 102H - English Composition and Literature (3)**
- **ENGL 210 - Creative Writing (3)**
- **ENGL 212 - Newswriting and Reporting (3)**
- **ENGL 216 - The Short Story (3)**
- **ENGL 219 - Technical Writing (3)**
- **ENGL 222 - Creative Writing Practicum (3)**
- **ENGL 227 - Multiculturalism and Literature: Borders, Boundaries, and Belonging (3)**
- **ENGL 230 - African American Literature (3)**
- **ENGL 241 - Journalism Publication Practicum (3)**

### ENGR: Engineering

- **ENGR 100 - Introduction to Engineering Design (3)**
- **ENGR 210 - Mechanics of Materials (3)**
- **ENGR 212 - Engineering Dynamics (3)**

### ESOL: English for Speakers of Other Languages

- **ESOL 80 - Preparation for English for Academic Purposes (0) [6]**
- **ESOL 100 - English for Academic Purposes (3)**
- **ESOL LA - Language Acquisition (0) [3]**

### EXSC: Exercise Science

- **EXSC 170 - Introduction to Health and Exercise Science (3)**
- **EXSC 180 - Care and Prevention of Athletic Injuries (3)**
- **EXSC 227 - Principles of Resistance Training Technique and Program Design (3)**
- **EXSC 230 - Fitness Instruction (3)**
- **EXSC 240 - Fitness Assessment and Programming (3)**
- **EXSC 250 - Essentials of Personal Training (3)**

### FILM: Film & Video

- **FILM 101 - Introduction to Film (3)**
- **FILM 101H - Introduction to Film (3)**
- **FILM 134 - Digital Photography I (3)**
- **FILM 144 - Digital Video Production (4)**
- **FILM 244 - Digital Film Production (4)**
- **FILM 254 - Postproduction: The Art of Editing (4)**
- **FILM 255 - Advanced Postproduction & Motion Graphics (4)**

### FIRE: Fire Service Administration

- **FIRE 103 - Fire Investigation and Analysis (3)**
- **FIRE 105 - Fundamental Topics of the Modern Fire Service (3)**
- **FIRE 201 - Fire and Emergency Services Administration (3)**

### FREN: World Languages, French

- **FREN 102 - Introductory French II (3)**

### GEOG: Geography

- **GEOG 101 - Elements of Geography (3)**
- **GEOG 102 - Cultural Geography (3)**
- **GEOG 201 - Urban Social Geography (3)**

### GRPH: Graphic Design

- **GRPH 111 - Graphic Design I (3)**
- **GRPH 112 - Graphic Design II (3)**
- **GRPH 114 - Web Design I (3)**
- **GRPH 212 - Graphic Design III (3)**
- **GRPH 214 - Web Design II (3)**
- **GRPH 215 - Professional and Transfer Portfolio (1)**

### HCTI: Hospitality Culinary Tourism Institute

- **HCTI 101 - Sanitation and Food Safety (2)**
- **HCTI 102 - Culinary I (4)**
- **HCTI 103 - Culinary II (4)**
- **HCTI 104 - Baking I (4)**
- **HCTI 105 - Baking II (4)**
- **HCTI 120 - Purchasing & Cost Control (3)**

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**Courses with Additional Fees:** This symbol indicates a course with additional fees. For fee amounts and full details, review the notes in the online, real-time schedule.
HCTI 150 - Introduction to Hospitality Management (3)
HCTI 155 - Event Management (3)
HCTI 160 - Hospitality Operations (3)
HCTI 170 - Introduction to the Tourism Industry (3)
HCTI 200 - Garde Manger (4)
HCTI 205 - Artisan and Specialty Breads (4)
HCTI 210 - Advanced Artistry Techniques (4)
HCTI 220 - Food and Beverage Operations (3)
HCTI 225 - International and American Regional Cuisine (4)
HCTI 230 - Restaurant Production and Service (4)
HCTI 255 - Applied Hospitality Management (3)
HCTI 265 - HCTI Practicum (1)

**HIST: History**

HIST 101 - History of Western Civilization I (3)
HIST 102 - History of Western Civilization II (3)
HIST 121 - World History I (3)
HIST 122 - World History II (3)
HIST 201 - We the People: U.S. History to 1865 (3)
HIST 202 - Let Freedom Ring: U.S. History since 1865 (3)
HIST 217 - African-American History (3)
HIST 220 - World War II (3)

**HLTH: Health Education**

HLTH 100 - Stress Management Techniques (1)
HLTH 150 - Health Education (3)
HLTH 160 - Stress Management (3)

**HONR: Honors**

COMM 102H - Interpersonal Communication (3)
ENGL 101H - English Composition (3)
ENGL 102H - English Composition and Literature (3)
FILM 101H - Introduction to Film (3)
HONR 101 - Honors Academic Engagement Seminar (3)
HONR 102 - The Research Process (1)
HONR 201 - Honors Applied Leadership & Research (3)
PSYC 202H - Social Psychology (3)
PSYC 206H - Abnormal Psychology (3)
SOCY 101H - Introduction to Sociology (3)

**HUMN: Humanities**

HUMN 101 - Cultural Identity in America: Race, Class, Gender, and Sexuality (3)
HUMN 104 - Humanities in a Digital World (3)
HUMN 105 - Cultural Studies: Latin America (3)
HUMN 204 - World Religions (3)
HUMN 210 - The Language of Hip Hop (3)
HUMN 223 - Classical Mythology (3)

**HUMS: Human Services**

HUMS 103 - Introduction to Social Work and the Human Services (4)
HUMS 202 - Techniques of Counseling (3)
HUMS 203 - Theories of Counseling (3)
HUMS 204 - Ethics and Practice Issues in the Human Services and Addiction Counseling (3)
HUMS 205 - Addictions Counseling Delivery (3)
HUMS 206 - Pharmacology of Psychoactive Drugs (3)

**INTP: American Sign Language Interpreting**

INTP 114 - Consecutive Interpreting (3)
INTP 216 - Transliterating I (3)
INTP 222 - ASL to English Interpreting II (3)
INTP 224 - English to ASL Interpreting II (3)
INTP 226 - Transliterating II (3)
INTP 230 - Internship Seminar & Interpreting Environments (1)

**INTR: Internship**

INTR 101 - Internship (1)
INTR 102 - Internship (2)
INTR 103 - Internship (3)

**LATN: World Languages, Latin**

LATN 101 - Introductory Latin I (3)

**General Education Courses:** This symbol indicates a general education course. A full list of general education offerings for spring 2024 is located on pages 16-17.

**Cultural Competence Requirement:** This symbol indicates a course that will fulfill the cultural competence requirement. A full list of cultural competence offerings for spring 2024 is located on page 17.
**LGST: Legal Studies**

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**MEDA: Medical Assisting**

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<td>MEDA 115</td>
<td>Medical Laboratory Procedures</td>
<td>3</td>
</tr>
<tr>
<td>MEDA 117</td>
<td>Foundations of Medical Assisting I</td>
<td>3</td>
</tr>
<tr>
<td>MEDA 120</td>
<td>Pharmacology for Medical Office Practice</td>
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</tr>
<tr>
<td>MEDA 122</td>
<td>Foundations of Medical Assisting II</td>
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<tr>
<td>MEDA 201</td>
<td>Practical Skills for Medical Assisting</td>
<td>3</td>
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</tbody>
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**MEDA 203** | Diagnostic and Procedural Medical Coding | 3 |
**MEDA 218** | Health Insurance Billing and Reimbursement | 3 |
**MEDA 222** | Federal Healthcare Programs and Laws | 3 |

**MUSC: Music**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MUSC 101</td>
<td>Music History and Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 103</td>
<td>Fundamentals of Music</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 104</td>
<td>Songwriting I</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 106</td>
<td>Ear Training and Musicianship I</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 107</td>
<td>Ear Training and Musicianship II</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 109</td>
<td>American Popular Music</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 112</td>
<td>Music Theory II</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 118</td>
<td>Choral Ensemble I</td>
<td>1</td>
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<tr>
<td>MUSC 120</td>
<td>Jazz Ensemble I</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 122</td>
<td>Orchestral Ensemble I</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 124</td>
<td>Wind Ensemble I</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 126</td>
<td>Chamber Ensemble I</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 130</td>
<td>Foundations of Audio Technology</td>
<td>3</td>
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<tr>
<td>MUSC 135</td>
<td>Audio Recording Techniques</td>
<td>3</td>
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<tr>
<td>MUSC 145</td>
<td>Publishing, Licensing, and Copyrighting</td>
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<tr>
<td>MUSC 151</td>
<td>Class Piano I</td>
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<tr>
<td>MUSC 152</td>
<td>Class Piano II</td>
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<tr>
<td>MUSC 201</td>
<td>Music Cultures of the World</td>
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<tr>
<td>MUSC 207</td>
<td>Ear Training and Musicianship IV</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 212</td>
<td>Music Theory IV</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 218</td>
<td>Choral Ensemble II</td>
<td>1</td>
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<tr>
<td>MUSC 220</td>
<td>Jazz Ensemble II</td>
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<tr>
<td>MUSC 222</td>
<td>Orchestral Ensemble II</td>
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<tr>
<td>MUSC 224</td>
<td>Wind Ensemble II</td>
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<tr>
<td>MUSC 226</td>
<td>Chamber Ensemble II</td>
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</tr>
<tr>
<td>MUSC 235</td>
<td>Advanced Audio Production</td>
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<tr>
<td>MUSC 250</td>
<td>Music Industry Practicum and Seminar</td>
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<tr>
<td>MUSC 251</td>
<td>Class Piano III</td>
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<tr>
<td>MUSC 252</td>
<td>Class Piano IV</td>
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**MUSC: Applied Music**

<table>
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<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>MUSC 173</td>
<td>First Year Piano</td>
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<tr>
<td>MUSC 173</td>
<td>First Year Piano</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 175</td>
<td>First Year Voice</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 179</td>
<td>First Year Brass</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 181</td>
<td>First Year Woodwinds</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 183</td>
<td>First Year Strings</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 185</td>
<td>First Year Guitar</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 187</td>
<td>First Year Percussion</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 273</td>
<td>Second Year Piano</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 275</td>
<td>Second Year Voice</td>
<td>1</td>
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<tr>
<td>MUSC 279</td>
<td>Second Year Brass</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 281</td>
<td>Second Year Woodwinds</td>
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<tr>
<td>-------------</td>
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<tr>
<td>MUSC 283</td>
<td>Second Year Strings (1)</td>
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<tr>
<td>MUSC 285</td>
<td>Second Year Guitar (1)</td>
<td>+</td>
</tr>
<tr>
<td>MUSC 287</td>
<td>Second Year Percussion (1)</td>
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**NURS: Nursing**

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<tbody>
<tr>
<td>NURS 50</td>
<td>Preparation for Nursing (0) [1]</td>
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<tr>
<td>NURS 101</td>
<td>Introduction to Clinical Nursing (6)</td>
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<tr>
<td>NURS 105</td>
<td>Pharmacology for Nurses (2)</td>
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<tr>
<td>NURS 211</td>
<td>Medical-Surgical Nursing I (7)</td>
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<tr>
<td>NURS 212</td>
<td>Medical-Surgical Nursing II (4)</td>
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<tr>
<td>NURS 214</td>
<td>Psychiatric/Mental Health Nursing (3)</td>
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<tr>
<td>NURS 218</td>
<td>Maternal, Child, and Family Nursing (5)</td>
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<tr>
<td>NURS 231</td>
<td>Medical-Surgical Nursing III (4)</td>
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<tr>
<td>NURS 261</td>
<td>Preparation for Practice (2)</td>
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**NUTR: Nutrition**

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<tr>
<td>NUTR 100</td>
<td>Nutrition Basics (1)</td>
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<tr>
<td>NUTR 102</td>
<td>Nutrition in a Changing World (3)</td>
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<td>NUTR 200</td>
<td>Principles and Application of Nutrition (3)</td>
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**PHED: Physical Education**

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<tr>
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<tbody>
<tr>
<td>PHED 110</td>
<td>Volleyball (1)</td>
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<tr>
<td>PHED 115</td>
<td>Weight Training (1)</td>
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<tr>
<td>PHED 135</td>
<td>Social Dance I (1)</td>
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<tr>
<td>PHED 136</td>
<td>Social Dance II (1)</td>
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<tr>
<td>PHED 138</td>
<td>Tai Chi (1)</td>
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<tr>
<td>PHED 143</td>
<td>Pilates (1)</td>
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<tr>
<td>PHED 148</td>
<td>Exercise Psychology (1)</td>
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<tr>
<td>PHED 152</td>
<td>Methods of Strength Training and Conditioning II</td>
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<tr>
<td>PHED 160</td>
<td>Psychology of Sport (3)</td>
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<tr>
<td>PHED 165</td>
<td>Fitness for Living (3)</td>
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<td>PHED 175</td>
<td>Coaching Principles (3)</td>
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<tr>
<td>PHED 185</td>
<td>Yoga (3)</td>
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**PHIL: Philosophy**

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<tr>
<td>PHIL 101</td>
<td>Introduction to Philosophy (3)</td>
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<tr>
<td>PHIL 105</td>
<td>Ethics (3)</td>
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<tr>
<td>PHIL 208</td>
<td>Business Ethics (3)</td>
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**PHSC: Physical Science**

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<th>Course Title</th>
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<tbody>
<tr>
<td>PHSC 101</td>
<td>Survey of Physical Science (3)</td>
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<tr>
<td>PHSC 104</td>
<td>Survey of Oceanography (3)</td>
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<tr>
<td>PHSC 105</td>
<td>Survey of Meteorology (3)</td>
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<tr>
<td>PHSC 111</td>
<td>Introduction to Physical Science (4)</td>
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<tr>
<td>PHSC 112</td>
<td>Introduction to Earth Systems Science (4)</td>
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<tr>
<td>PHSC 115</td>
<td>Introduction to Meteorology (4)</td>
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<tr>
<td>PHSC 117</td>
<td>Introduction to Astronomy (4)</td>
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<tr>
<td>PHSC 122</td>
<td>Historical Geology (4)</td>
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**PHYS: Physics**

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<tr>
<td>PHYS 101</td>
<td>Survey of Physics (3)</td>
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<tr>
<td>PHYS 122</td>
<td>Fundamentals of Physics II (4)</td>
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<td>PHYS 151</td>
<td>General Physics I (4)</td>
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<tr>
<td>PHYS 252</td>
<td>General Physics II (4)</td>
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<td>PHYS 253</td>
<td>General Physics III (4)</td>
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**POSC: Political Science**

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<tr>
<td>POSC 104</td>
<td>American Government (3)</td>
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<td>POSC 206</td>
<td>Civil Liberties (3)</td>
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**PSYC: Psychology**

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<tr>
<td>PSYC 101</td>
<td>General Psychology (3)</td>
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<tr>
<td>PSYC 104</td>
<td>Issues of Drug/Alcohol Use (3)</td>
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<tr>
<td>PSYC 201</td>
<td>Developmental Psychology (3)</td>
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<tr>
<td>PSYC 202</td>
<td>Social Psychology (3)</td>
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<tr>
<td>PSYC 202H</td>
<td>Social Psychology (3)</td>
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<tr>
<td>PSYC 204</td>
<td>Psychology of Adolescence (3)</td>
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<tr>
<td>PSYC 205</td>
<td>Psychology of Aging (3)</td>
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<td>PSYC 206</td>
<td>Abnormal Psychology (3)</td>
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<tr>
<td>PSYC 206H</td>
<td>Abnormal Psychology (3)</td>
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**Real Time Credit Schedule**

Course offerings information is subject to change. For the complete and current detailed listing of the schedule of classes, visit [frederick.edu/realtimeschedule](http://frederick.edu/realtimeschedule)

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**General Education Courses**: This symbol indicates a general education course. A full list of general education offerings for spring 2024 is located on pages 16-17.

**Cultural Competence Requirement**: This symbol indicates a course that will fulfill the cultural competence requirement. A full list of cultural competence offerings for spring 2024 is located on page 17.
### PTHA: Physical Therapist Assistant

- PTHA 110 - Kinesiology (4)
- PTHA 113 - Physical Agents (3)
- PTHA 120 - Pathology (2)
- PTHA 230 - Professional Seminar (2)
- PTHA 235 - Clinical Experience II (4)
- PTHA 240 - Clinical Experience III (5)

### RESP: Respiratory Care

- RESP 101 - Gas Exchange Physiology (2)
- RESP 105 - Cardiopulmonary and Renal Anatomy and Physiology (3)
- RESP 107 - Principles of Mechanical Ventilation (4)
- RESP 109 - Clinical Practicum I (2)
- RESP 204 - Pulmonary Rehabilitation and Home Care (2)
- RESP 205 - Professional Seminar (2)
- RESP 207 - Cardiopulmonary and Renal Pathophysiology Review (3)
- RESP 209 - Clinical Practicum IV (2)

### RUSS: World Languages, Russian

- RUSS 101 - Introductory Russian I (3)

### SOCY: Sociology

- SOCY 101 - Introduction to Sociology (3)
- SOCY 102 - Social Problems (3)
- SOCY 201 - Criminology (3)
- SOCY 202 - Ethic Diversity (3)
- SOCY 207 - Gender and Society (3)

### SPAN: World Languages, Spanish

- SPAN 101 - Introductory Spanish I (3)
- SPAN 102 - Introductory Spanish II (3)
- SPAN 200 - Spanish for Heritage and Fluent Speakers (3)
- SPAN 202 - Intermediate Spanish II (3)

### SURG: Surgical Technology

- SURG 120 - Surgery Essentials (3)
- SURG 125 - Fundamentals of Surgical Technology I (6)
- SURG 130 - Introduction to Surgical Technology (6)
- SURG 135 - Fundamentals of Surgical Technology II (5)
- SURG 200 - Fundamentals of Surgical Technology III (6)
- SURG 205 - Fundamentals of Surgical Technology IV (6)

### THEA: Theater

- THEA 100 - Introduction to Theatre (3)
- THEA 107 - Improvisation I (3)
- THEA 112 - Introduction to Acting (3)
- THEA 202 - Advanced Acting (3)
- THEA 203 - Fundamentals of Directing (3)
- THEA 204 - Production Survey (1)
- THEA 205 - Acting Survey (1)
- THEA 207 - Improvisation II (3)
- THEA 212 - Theatre Internship (3)

---

**No/Low Cost Textbooks:** At FCC, this symbol indicates courses in which some or all sections utilize textbooks that are available for less than $40 and/or free Open Educational Resources. Please check the current schedule on the web for specific sections with the No/Low Cost Textbooks notation and additional information. These sections require regular access to the Internet as most of the resources are in a digital format. Note that certain no/low cost textbook courses (e.g., science labs, art studio classes) have textbooks available for less than $40 but may require purchase of additional course materials and supplies.

**Courses with Additional Fees:** This symbol indicates a course with additional fees. For fee amounts and full details, review the notes in the online, real-time schedule.
Frederick Community College offers three types of courses over the Internet: online, structured remote, and hybrid remote courses. Hybrid courses require the student to attend some class sessions on campus; online and structured remote courses do not. Online courses may require a proctored assessment.

**Online, structured remote, web enhanced, and hybrid courses are taught on Blackboard™ and require that students:**

- Have Internet access through broadband connection or Wi-Fi (wireless)
- Have access to a Windows, Mac, or Linux computer
- Have Windows 7 or higher, Mac OS X, or Linux with Ubuntu 14 or higher
- Have Internet or Google Chrome, plus a webcam and microphone
- Establish a myFCC e-mail account;
- Have basic computer skills in word processing, e-mail procedures, web-browsing, and handling features such as pop-up blockers;
- Are responsible for maintaining appropriate security and virus protection when using the student's own personal computer(s).

Students should expect to spend as much time on an Internet course as they would on a traditional on-campus course. Students should be self-motivated to handle the independent nature of learning that occurs in online courses.

**DEFINITIONS OF LEARNING FORMATS**

- **In-Person**
  The course will meet on campus in an in-person environment. Students are expected to attend all class sessions in person.

- **Online Courses (ONL)**
  The course is conducted entirely online. There are no required real-time virtual sessions. Online courses are not self-paced, and students should be prepared to meet the deadlines as listed in the syllabus and the course.

- **Structured Remote Courses (SR)**
  The course is conducted entirely online. The class will have real-time virtual sessions that meet at the scheduled class times a minimum of once per week. Scheduled real-time virtual session dates will be designated on the syllabus. Students are expected to attend real-time virtual sessions; however, these sessions will be recorded and made available for students unable to attend. The student will be unable to enroll in multiple courses with overlapping meeting times. Students should be prepared to meet the deadlines as listed in the syllabus and the course.

- **Web Enhanced Courses (WE)**
  The course is conducted entirely online. There are no required real-time virtual sessions that meet at the scheduled class times. Scheduled real-time virtual session meeting dates will be designated on the syllabus. Students are expected to attend real-time virtual sessions; however, these sessions will be recorded and made available for students unable to attend. The student will be unable to enroll in multiple courses with overlapping meeting times. Students should be prepared to meet the deadlines as listed in the syllabus and the course.

- **Hybrid Courses (HYB)**
  The course is primarily conducted online and there will be periodic on-campus requirements during the scheduled class times. All on-campus requirements follow current FCC physical distancing protocols. The class may also have real-time virtual sessions that meet at the scheduled class times. Scheduled face to face and real-time virtual session meeting dates will be designated on the syllabus. Students are expected to attend real-time virtual sessions; however, these sessions will be recorded and made available for students unable to attend. The student will be unable to enroll in multiple courses with overlapping meeting times. Students should be prepared to meet the deadlines as listed in the syllabus and the course.

When signing up for a mixture of structured remote and hybrid classes, be sure to leave sufficient time between classes to move between campus and an appropriate workspace for your structured remote session. It is generally not advised to schedule structured remote and on campus (in person or hybrid) classes back-to-back.

**Access to Blackboard:** http://frederick.blackboard.com
User name Wxxxxxxx (where xxxxxxx is the seven digit student ID number);
Password is the same as the PeopleSoft and e-mail password.

**Blackboard Course Requirements**
All course sections require access to Blackboard at frederick.blackboard.com. Students are expected to be able to access Blackboard via the internet using personal, public, or appropriate college-available computers. Blackboard access is also required to complete course evaluations.

**Textbooks**
Purchase course materials from the FCC Bookstore in person or online at bookstore.frederick.edu. Use your FCC student ID number to find the right materials. Different course sections may require different materials. Some instructors may require additional purchases that the Bookstore does not offer.

**Email Advising:** emailadvising@frederick.edu
Email Advising is available to all current FCC students using their http://myFCC.frederick.edu email accounts. Please provide your full name and Student ID number. Typical response time is 24-48 hours depending on the information requested.

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**FCC support staff is available for assistance. If you are struggling to figure out how to get the support you need or have questions, contact:**

assist@frederick.edu  •  301.846.2469
CAMPUS LOCATIONS

FCC classes are held on the main campus, at The Monroe Center, online, and offsite at various locations throughout the community and surrounding areas.

Campus Locations
A–Annapolis Hall
B–Braddock Hall
C–Catoctin Hall
D–Athletics Center
E–Conference Center
F–Visual & Performing Arts Center
G–Gambrill Hall
H–Student Center
J–Jefferson Hall
L–Linganore Hall
M–The Carl and Norma Miller Children’s Center
P–Plant Operations
S–Sweadner Hall
K–Mercer-Akre Kiln

Addresses
FCC Main Campus
7932 Opossumtown Pike
Frederick, MD 21702
The Monroe Center (MC)
200 Monroe Avenue
Frederick, MD 21701
240.629.7900

Visit frederick.edu for directions and hours of operation.
LOG IN TO NAVIGATE
to know what’s ahead this semester

Sync your class schedule with your phone calendar
Schedule advising appointments right away
Discover campus resources including directions to key offices
Get reminders and alerts about important deadlines

Explore majors and careers
Make your own to-do list and set reminders
Plan your upcoming academic terms

frederick.edu/navigate

Get the app:
EN Español

1. **Complete New Student Orientation and See Advisor**
   Career and Academic Planning Services
   Jefferson Hall, J-200
   301.846.2471 • emailadvising@frederick.edu
   frederick.edu/advising

2. **Register for Classes**
   Registration & Records
   Jefferson Hall, J-115
   301.846.2431 • registration@frederick.edu
   frederick.edu/registration

3. **Complete Payment**
   Student Accounts
   Jefferson Hall, J-302
   301.846.2456 • studentaccounts@frederick.edu
   frederick.edu/studentaccounts

4. **Complete the Orientation for New Students**
   New Student Orientation Services
   Jefferson Hall, J-101
   301.624.2716 • admissions@frederick.edu
   frederick.edu/admissions

5. **Seek Financial Support**
   Financial Aid
   Jefferson Hall, J-336
   301.846.2620 • financialaid@frederick.edu
   frederick.edu/finaid

6. **Check Prerequisites, Take Placement Tests, and Send Transcripts**
   Testing Center
   Linganore Hall, L-204
   301.846.2522 • testingcenter@frederick.edu
   frederick.edu/testing
   Send Transcripts to:
   transferevaluation@frederick.edu

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**EN Español**

1. **Explora las Opciones y Reciba un Número de Identificación Estudiantil**
   Admisiones & Servicios de Incripción
   Jefferson Hall, J-101
   301.624.2716 • admissions@frederick.edu
   frederick.edu/admissions

2. **Solicita Ayuda Financiera**
   Oficina de Ayuda Financiera
   Jefferson Hall, J-336
   301.846.2620 • financialaid@frederick.edu
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3. **Verifica los Prerrequisitos de las Clases, Completa los Exámenes de Nivelación y Envíe el Historial Académico**
   Centro de Evaluación
   Linganore Hall, L-204
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