GUSSIE PINSON
Student
Elementary Education and Special Education
Hours of Operation

Jefferson Hall (J Building)
1ST FLOOR  Enrollment Center - Welcome Center, Admissions, and Registration (Credit, CEWD, and ILR)
2ND FLOOR  Career & Academic Planning Services (CAPS)
3RD FLOOR  Financial Services Center - Financial Aid and Student Finance

NON-PEAK MONTHS
February, March, April, May, June, September, October, November, December
Monday ………… 8:30 a.m. - 6:00 p.m.
Tues.-Fri. ………… 8:30 a.m. - 4:30 p.m.

PEAK MONTHS
January, July, August
Monday ………… 8:30 a.m. - 6:00 p.m.
Tues & Wed ………… 8:30 a.m. - 4:30 p.m.
Thursday ………… 8:30 a.m. - 6:00 p.m.
Friday ………… 8:30 a.m. - 4:30 p.m.

Annapolis Hall (A Building)
1ST FLOOR  Disability Access Services (DAS), A-105
Monday–Friday ........................................... 8:30 a.m. - 4:30 p.m.
Open Monday evenings until 7:00 p.m. by appointment only.
Veteran & Military Services, A-109
Monday–Friday ........................................... 8:30 a.m. - 4:30 p.m.
Evening appointments available upon request.
Student Success Programs, A-103
Monday–Friday ........................................... 8:30 a.m. - 4:30 p.m.

Student Center (H Building, 1st Floor)
Bookstore
Monday & Tuesday ........................................... 9:00 a.m. - 6:00 p.m.
Wednesday & Thursday ........................................... 9:00 a.m. - 5:00 p.m.
Friday ........................................... 9:00 a.m. - 4:30 p.m.
Order your books online at bookstore.frederick.edu 24/7.

Student Leadership & Engagement
Monday–Friday ........................................... 8:30 a.m. - 4:30 p.m.

MOSAIC Center
Monday–Friday ........................................... 8:30 a.m. - 4:30 p.m.

Counseling & Wellness Services
Monday–Friday ........................................... 8:30 a.m. - 4:30 p.m.

College Security
Monday–Thursday ........................................... 8:00 a.m. - 10:00 p.m.
Friday ........................................... 8:00 a.m. - 5:00 p.m.
For safety and protection, College Security is available 24/7.
FCC Main Campus: 301.606.7716 • The Monroe Center: 301.606.7721

Testing Center (Linganore Hall, L-204, 2nd Floor)
Appointments are strongly encouraged. Visit frederick.edu/testing for more details.
Monday and Friday ........................................... 9:00 a.m. - 4:30 p.m.
Tuesday–Thursday ........................................... 9:00 a.m. - 7:00 p.m.
Saturday ........................................... 9:00 a.m. - 12:00 p.m.

The Summer 2023 Credit Schedule is produced by the Marketing and Scheduling offices. The information contained in this schedule is abbreviated for registration purposes. The provisions of this publication are not to be regarded as a contract between the student and Frederick Community College. The schedule is subject to change. FCC reserves the right to cancel courses due to insufficient enrollment. Full refunds will be issued for canceled courses. Because FCC is a public institution, photographs of students, employees, and visitors in common areas on campus or at ceremonies and events may appear in print or electronic marketing materials without their permission.

Frederick Community College prohibits discrimination against any person on the basis of age, ancestry, citizenship status, color, creed, ethnicity, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, sex, sexual orientation, or veteran status in its activities, admissions, educational programs, and employment. Frederick Community College makes every effort to accommodate individuals with disabilities for College-sponsored events and programs. If you have accommodation needs or questions, please call 301.846.2408. To request a sign language interpreter or if you have questions related to interpreting services, please email Interpreting@frederick.edu or call 301.846.2408. Sign language interpreters will not be automatically provided for College-sponsored events without a request for services. To guarantee accommodations, requests must be made at least five workdays in advance of a scheduled event. If your request pertains to accessible transportation for a College-sponsored trip, please submit your request at least 21 calendar days in advance. Requests made less than 21 calendar days in advance may not be able to be guaranteed.
**SUMMER 2023**

*Registration opens Monday, April 24, 2023*

Priority Registration for Veterans and Military opens Friday, April 21, 2023

Summer Academic Sessions and Summer Credit Schedule subject to change. Visit frederick.edu/schedules for the most up-to-date information.

### Important Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority Registration for Veterans and Military</td>
<td>Friday, April 21</td>
</tr>
<tr>
<td>Summer Payment Due Date</td>
<td>Monday, May 22 by 6:00 p.m.</td>
</tr>
<tr>
<td>No Credit or Continuing Education Classes</td>
<td>Saturday, May 27</td>
</tr>
<tr>
<td>Memorial Day - College Holiday</td>
<td>Monday, May 29</td>
</tr>
<tr>
<td>Juneteenth Observed - College Holiday</td>
<td>Monday, June 19</td>
</tr>
<tr>
<td>Independence Day - College Holiday</td>
<td>Tuesday, July 4</td>
</tr>
</tbody>
</table>

### Important Deadlines

#### 10-week (10A)

- **First day**: May 30
- **Last day to add**: June 2
- **Last day 100% refund**: June 5
- **Last day 50% refund**: June 12
- **Last day to withdraw**: July 18
- **Last day of classes**: August 8
- **Grades due**: August 11

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

- **First day**: May 30
- **Last day to add**: May 31
- **Last day 100% refund**: June 1
- **Last day 50% refund**: June 5
- **Last day to withdraw**: June 22
- **Last day of classes**: July 5
- **Grades due**: July 10

#### 2nd 3-week (3W2)

- **First day**: July 10
- **Last day to add**: July 11
- **Last day 100% refund**: July 12
- **Last day 50% refund**: July 14
- **Last day to withdraw**: July 22
- **Last day of classes**: July 28
- **Grades due**: August 2

#### 8-week (8W1)

- **First day**: June 12
- **Last day to add**: June 16
- **Last day 100% refund**: June 16
- **Last day 50% refund**: June 23
- **Last day to withdraw**: July 21
- **Last day of classes**: August 8
- **Grades due**: August 11

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

- **First day**: July 6
- **Last day to add**: July 12
- **Last day 100% refund**: July 12
- **Last day 50% refund**: July 19
- **Last day to withdraw**: July 28
- **Last day of classes**: August 9
- **Grades due**: August 14

* *Students receiving financial aid should contact the Financial Aid Office before dropping, withdrawing, or changing to audit.*

*Students must visit Credit Registration (1st Floor, Jefferson Hall) to change their grading status to audit by the last day to withdraw for the session.*

*Payment will be due day prior to session start date for students registered after May 22, 2023.*

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**Frederick Community College Board of Trustees**

Carolyn Kimberlin, *Chair* • Tom Lynch, *Vice Chair* • Ellis Barber • Gary Fearnow • Theodore M. Luck • Dr. April Miller • Dr. John Molesworth

Dr. Annesa Cheek, *FCC President/Secretary-Treasurer* • Janice Spiegel, *Director of Education and Special Initiatives/Office of the County Executive*
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.

Summer 2023 Tuition & Fees Chart *

<table>
<thead>
<tr>
<th>Credits</th>
<th>In-County</th>
<th>Out-of-County</th>
<th>Out-of-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>
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<tr>
<td>3</td>
<td>$475.02</td>
<td>$934.02</td>
<td>$1,234.02</td>
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<tr>
<td>4</td>
<td>$633.36</td>
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<td>$1,645.36</td>
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<td>5</td>
<td>$791.70</td>
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<td>$950.04</td>
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<td>7</td>
<td>$1,108.38</td>
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<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

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.

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.

Expedited Transcripts Fee
- Expedited service for e-transcripts delivered electronically ........ $5
- Expedited service for printed transcripts delivered by USPS ........ $7.50
FEMA Fee (per credit hour, subject to change) ...................... $90
EMGT Track I 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.

Summer payment due date:
- Monday, May 22, 2023 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 monthly.
- 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.

Summer 2023 Target Dates To Enroll in a 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 (payment date 15th)</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 15, 2023</td>
<td>30%</td>
<td>3</td>
<td>June 15 - August 15</td>
</tr>
<tr>
<td>June 1, 2023</td>
<td>30%</td>
<td>2</td>
<td>July 1 - August 1</td>
</tr>
<tr>
<td>June 15, 2023</td>
<td>40%</td>
<td>2</td>
<td>July 15 - August 15</td>
</tr>
<tr>
<td>July 1, 2023</td>
<td>50%</td>
<td>1</td>
<td>August 1</td>
</tr>
<tr>
<td>July 15, 2023</td>
<td>50%</td>
<td>1</td>
<td>August 15</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.

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: https://passwordreset.microsoftonline.com/?whr=frederick.edu.

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 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) Current/Returning Students - Register for Classes

An academic advisor can help you select your courses and discuss your academic and career goals. After meeting with your advisor and selecting your courses, you can register for classes.
- Current students can register online or inperson if assistance is needed.
- Specific instructions can be found on page 4.

6) Pay for classes

Payments can be made online through PeopleSoft or by visiting Student Finance (3rd Floor, J-Building)

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.

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.

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 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.
Readmit Students

If you’ve attended FCC before, but not since the Spring 2021 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) 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 mobile Navigate app or Career and 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 Career & Academic Planning Services prior to registering for classes.
   • 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.

Prior to meeting with your advisor, access 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.

2) 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
   • Register in person
     Bring your registration form to Credit Registration (1st Floor, J-Building)
     • If you’re on academic alert or probation, you must have your enrollment approved by your academic advisor before you register.
     • If you plan to take more than 12 credits during the semester, you will need your advisor’s signature.

3) 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 23 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.

Frederick County High School Students

Discounts for Frederick County High School students will be automatically adjusted. High school students are eligible for the discount only during fall and spring semesters.
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.

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

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 on the Web. You can also make changes in person at Registration (1st Floor, J-Building).

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.

Address changes
The Address Change form is an electronic form available online.

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

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.
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 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.
I. Individuals who demonstrate college-readiness as stipulated in Section VII "Exceptions and Exemptions to Required Placement Testing" will be eligible to enroll in the appropriate credit-level courses according to their specific college-readiness scores.

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 in 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.
6. 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.

D. Individuals transferring from an accredited U.S. institution or credit through College-Level Examination Program (CLEP) with an average ACT score of 21 or higher are exempted from math placement testing.

E. 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.

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

G. Individuals with an SAT Critical Reading score of 500 or higher when taken before 8/1/17 or Evidence-based Reading & Writing score of 480 or higher when taken after 8/1/17 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.
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.

Students’ tuition rate will either be in-county, out-of-county, or out-of-state for tuition purposes. The following procedure applies to both full and part-time students. (See related Tuition and Fees Policy and Procedures.)

A student’s determined residency status will be used in the evaluation process for Selective Admission Programs.

II. Definitions for the Purpose of this Policy and Procedures
A. “Domicile” refers to the permanent place of abode, where physical presence and possessions are maintained with the intention of remaining indefinitely; or the permanent place of abode of any person or persons contributing more than 1/2 of the student’s financial support during the most recently completed year. Only one domicile may be maintained by a student.

B. “Maryland resident” refers to an individual who has maintained a domicile in Maryland for at least three (3) months before enrolling in a course(s).

C. “Student” refers to an individual who is registered at the College, either full or part-time, in a credit or continuing education class or classes who has either paid or made arrangement for payment of tuition and/or fees.

D. “Military Personnel” refers to service members who are part of the Maryland National Guard, Reserves, or an active-duty unit.

E. In-County:
1. “Non-dependent Maryland resident students” refers to in-county residents if, at the time of their application, they are domiciled in Frederick County for three (3) consecutive months prior to application.

2. “Dependent Maryland resident students” refers to an unmarried individual claimed by parent(s) or guardian(s) as an income tax exemption in the previous taxable year and are considered to be “in-county” residents if, at the time of their application, their parent(s) or guardian(s) are domiciled in Frederick County for three (3) consecutive months prior to application.

F. Out-of-County:
1. “Non-dependent Maryland resident students” refers to out-of-county residents in the State of Maryland if, at the time of their application, they are domiciled in another county in the State of Maryland, or if they have lived in Frederick County less than three months.

2. “Dependent Maryland resident students” refers to out-of-county residents in the State of Maryland if, at the time of their application, their parent(s) or guardian(s) are domiciled in another county in the State of Maryland, or if they have lived in Frederick County less than three months.

G. Out-of-State:
1. “Non-dependent students” refers to residents of another state if, at the time of their application, they are domiciled outside of the State of Maryland, or if they have lived in Frederick County less than three months.

2. “Dependent students” refers to residents of another state if, at the time of their application, their parent(s) or guardian(s) are domiciled outside of the State of Maryland, or if they have lived in Frederick County less than three months.

3. “Non-U.S. Citizens” refers to students who indicated that they are not U.S. Citizens. At the time of application, they are coded out-of-state but may be eligible for in-state or in-county tuition. (See Section VI. International, Foreign National, and Immigrant Students.)
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 but in-state residents if they locate outside of Frederick County but within 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.

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>Status</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 (c) 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>In-County</td>
</tr>
<tr>
<td>G</td>
<td>H1 and H4 Temporary worker and dependents</td>
<td>In-County</td>
</tr>
<tr>
<td>H</td>
<td>H2 and H3 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>TN</td>
<td>Professionals under NAFTA agreement</td>
<td>Out-of-state</td>
</tr>
<tr>
<td>V</td>
<td>Spouse or child of permanent resident</td>
<td>In-County</td>
</tr>
<tr>
<td>Permanent Resident; Green Card; Refugee; Asylee</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A. Individuals in “B Temporary Visitor Status” are not allowed to engage in a course of study leading to a degree or academic 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.
B. Students who live in Frederick County or in Maryland and qualify for in-county or in-state tuition, as outlined by the Maryland Dream Act, will remain undocumented immigrants. U.S. residency status is processed, determined and completed by the U.S. government.

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 who moves 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 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 May 9, 2023 for Summer 2023 semester. Students receiving this Tuition Benefit must meet all the required course prerequisites. Students must pay fees. See the Tuition & Fees page 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 work force 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 who 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 ten 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 form 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.

**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.

Students in need of sign language interpreting services should contact the Coordinator for Interpreting Services a minimum of two weeks prior to the beginning of classes to ensure services are in place.

**Contact Information:**

Disability Access Services (DAS)
301.846.2408, DisabilityServices@frederick.edu
Coordinator for Interpreting Services: 301.846.2476 (Voice),
240.578.0844 (Text) or via email at Interpreting@frederick.edu

**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 program. Students are encouraged to meet with an academic advisor to ensure they are enrolled in required course work.

**Application Process**

1. Complete the 2022-2023 Free Application for Federal Student Aid (FAFSA) online at studentaid.gov and list the school code in step 6 (002071).

   **Deadline to apply is June 30, 2023.** You should also complete the 2023-2024 FAFSA, the priority deadline to apply is March 1, 2023.

2. Federal Student Aid for the summer is awarded based on number of credits a student is registered to take toward their eligible program of study. Aid will not be awarded until a student registers to take courses.

   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 Summer 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>April 21 - May 15</td>
<td>May 15, 2023</td>
</tr>
<tr>
<td>After May 15</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 MD 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.

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:

- May 1 – 15, 2023 (if funds are available)

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. Should you have a special need, a store associate will gladly help you. 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/Form.aspx/Play/rEWmAgMFf=rEWmAgMF.

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 Summer 2023 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 Summer 2023 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 effective August 2022 the Class of 2023 graduates and future 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 that 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>Department</th>
<th>Phone Number</th>
<th>Email Address</th>
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<tbody>
<tr>
<td>College Information</td>
<td>301.846.2400</td>
<td><a href="mailto:assist@frederick.edu">assist@frederick.edu</a></td>
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<tr>
<td>Admissions</td>
<td>301.624.2716</td>
<td><a href="mailto:admissions@frederick.edu">admissions@frederick.edu</a></td>
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<tr>
<td>Athletics</td>
<td>301.846.2500</td>
<td><a href="mailto:athletics@frederick.edu">athletics@frederick.edu</a></td>
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<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>
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<tr>
<td>Bookstore</td>
<td>301.846.2463</td>
<td><a href="mailto:bookstore@frederick.edu">bookstore@frederick.edu</a></td>
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<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>
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<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>
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<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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<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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<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>
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<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>
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<tr>
<td>Prior Learning Assessment</td>
<td>301.846.2587</td>
<td><a href="mailto:rdavis@frederick.edu">rdavis@frederick.edu</a></td>
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<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>
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<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>
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<tr>
<td>Student Success Programs</td>
<td>301.624.2894</td>
<td><a href="mailto:studentsuccessprograms@frederick.edu">studentsuccessprograms@frederick.edu</a></td>
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<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:transferevaluation@frederick.edu">transferevaluation@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>
</tr>
<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): Doree Lynn Miles ........................................ 301.846.2505
Accounting, CPA Prep: Robert "Bob" Kroop ................................................. 301.305.0696
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: Dr. Leslie Puzio ................................................. 301.624.2783
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: Jason Santelli ................................................................. 301.846.2533
Film & Video & Photography: Jason Santelli .............................................. 301.846.2533
Music: Dr. Michael Gersten ................................................................. 301.846.2566
Theatre: Tad Janes ................................................................. 301.846.2515
World Languages: Ana Maria 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
ACCE Coordinator: Dr. Kelly Trigger ....................................................... 301.846.2518
Developmental English: Joe Healey ....................................................... 301.846.2633
Dual Enrollment English Coordinator: Bryan Hiatt ..................................... 301.846.2511
English: Anne Hofmann (Dept. Chair) ..................................................... 240.629.7926
ENGL101 Coordinator: Dr. Aaron Clayton ............................................... 240.629.7834
Humanities/Philosophy: Anne Hofmann (Dept. Chair) ................................ 240.629.7926

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

Health Science
Academic Office Manager (L-101A): Ann Geyer ........................................... 301.846.2605
Academic Office Manager (L-114G): Earl (Dex) Mantehey ............................ 301.846.2524
Director of Nursing Education: Kyla Newbould ........................................ 301.846.2607
Program Manager, 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 (Interim) ............................................. 301.846.2516
Surgical Technology: Crystal Shea ......................................................... 240.629.7959

Honors
Dr. Bruce Thompson ................................................................. 301.846.2535

Hospitality, Culinary and Tourism Institute (HCTI)
(In 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): Jeannie 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
Program Manager: Diana Culp ............................................................... 240.629.7952
FEMA Program Coordinator: Holly Weedon ............................................. 301.624.2734
First Responder Program Manager: Jason Deater ....................................... 301.846.2687

Science
Academic Office Manager (C-118): Sharon Smith ....................................... 301.846.2510
Science (STEM): Dr. Teresa Calzonetti, Chair ......................................... 301.846.2557
Health Transfer: Jessica Newman ........................................................... 301.846.2581
Biology Majors: Tiziana Cavinato ........................................................... 240.629.7949
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 .............................................................. 301.846.2555
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

As staff continue to support College functions primarily through remote access,
email remains the primary method of communication. For email addresses, please
refer to the staff directory online at https://apps.frederick.edu/pages/staff.aspx.
1. Arts & Humanities

**Arts**

**Music**
- MUSC 103 - Fundamentals of Music (3)
- MUSC 109 - American Popular Music (3)
- ‡ MUSC 201 - Music Cultures of the World (3)

**Visual Arts**
- ‡ ARTT 100 - Introduction to the Creative Arts (3)
- ‡ ARTT 103 - The History of Art: Non-Western (3)
- ‡ ARTT 104 - The History of Art: Prehistoric to Early Renaissance (3)
- ARTT 106 - Drawing I (3)
- ARTT 113 - Pottery I (3)
- FILM 101 - Introduction to Film (3)

**Communication**
- COMM 101 - Introduction to Communication Studies (3)
- ‡ COMM 102 - 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)

**Humanities**

**English**
- ENGL 102 - English Composition and Literature (3) *
- ENGL 226 - Film as Literature (3)

**Humanities**
- ‡ HUMN 210 - The Language of Hip Hop (3)

**Languages**

**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 101 - Introductory French I (3)

**Spanish**
- SPAN 101 - Introductory Spanish I (3)
- ‡ SPAN 201 - Intermediate Spanish I (3)
- ‡ SPAN 202 - Intermediate Spanish II (3)

**Philosophy**
- PHIL 101 - Introduction to Philosophy (3)
- PHIL 105 - Ethics (3)

2. English

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

3. Interdisciplinary & Emerging Issues

**Computer Literacy**
- CMIS 101 - Information Systems and Technology (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 120 / MATH 120A - Statistics (3)
- MATH 127 - Statistics with Probability (4)
- MATH 145 - 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

**BIOT 101** - Biotechnology and Society (3)
- BIOT 130 - Forensic Biology (4)
- BSCI 100 - Fundamental Concepts of Biology (4)
- BSCI 105 - Human Ecology (3)
- BSCI 107 - Study of the Human Body (3)
- 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)
- CHEM 100 - Chemistry and Society (4)
- CHEM 101 - General Chemistry I (4)
- CHEM 102 - General Chemistry II (4)
- PHSC 104 - Survey of Oceanography (3)
- PHSC 117 - Introduction to Astronomy (4)
- PHYS 151 - General Physics I (4)
- PHYS 252 - General Physics II (4)
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. Below is a list of those courses that will fulfill the cultural competence requirement.

ANTH 101 - Introduction to Anthropology
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
COMM 102 - Interpersonal Communication
COMM 105 - Small Group Communication
ECON 200 - Principles of Macroeconomics
GEOG 102 - Cultural Geography
HIST 101 - History of Western Civilization I
HIST 121 - World History I
HIST 201 - History of the United States I
HIST 202 - History of the United States II
MUSC 201 - Music Cultures of the World
SPAN 201 - Intermediate Spanish I
SPAN 202 - Intermediate Spanish II

Political Science
POSC 104 - American Government

Psychology
PSYC 101 - General Psychology
PSYC 202 - Social Psychology

Sociology
SOCY 101 - Introduction to Sociology
‡ SOCY 102 - Social Problems

‡ Course satisfies Cultural Competence Requirement

* ENGL 102 can be taken to satisfy either the General Education requirement in Communications or in Humanities, but not both.
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 and meet deadlines and expectations for the course on their own time as noted in the syllabus.

All College health and safety protocols should be observed while on campus.

Starting in January 2023, 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.
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<td>ACCT 101 - Principles of Accounting I (3)</td>
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<td>ACCT 102 - Principles of Accounting II (3)</td>
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<td>ARTT 103 - The History of Art: Non-Western (3)</td>
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<td>ARTT 104 - The History of Art: Prehistoric to Early Renaissance (3)</td>
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<td>ARTT 106 - Drawing I (3)</td>
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<td>ARTT 107 - Drawing II (3)</td>
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<td>ARTT 113 - Pottery I (3)</td>
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<td>ARTT 114 - Pottery II (3)</td>
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<td>ASLS 122 - American Sign Language II (4)</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

General Education Courses: This symbol indicates a general education course. A full list of general education offerings for Summer 2023 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 Summer 2023 is located on page 17.
<table>
<thead>
<tr>
<th>Department</th>
<th>Courses &amp; Descriptions</th>
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| CMIS: Computer and Information Sciences | CMIS 101 - Information Systems and Technology (3) $  
CMIS 105 - Introduction to Programming (2) $  
CMIS 179 - Cybersecurity Fundamentals (3) $       |
|                            | **COMM: Communication**                                                                 |
|                            | COMM 101 - Introduction to Communication Studies (3) $  
COMM 102 - 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) $       |
|                            | **ECED: Early Childhood Development**                                                  |
|                            | ECED 101 - Child Development & Behavior (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)                                             |
|                            | **ENGL: English**                                                                     |
|                            | ENGL 75 - Reading and Writing in the Academic Disciplines (0) [4] $  
ENGL 100 - Advanced Reading for Composition (2) $  
ENGL 101 - English Composition (3) $  
ENGL 102 - English Composition and Literature (3) $  
ENGL 226 - Film as Literature (3) $       |
|                            | **ESOL: English for Speakers of Other Languages**                                     |
|                            | ESOL LA - Language Acquisition (0) [3]  
ESOL 100 - English for Academic Purposes (3) $       |
|                            | **FILM: Film & Video**                                                                 |
|                            | FILM 101 - Introduction to Film (3) $  
FILM 134 - Digital Photography I (3) $       |
|                            | **FREN: World Languages: French**                                                      |
|                            | FREN 101 - Introductory French I (3) $       |
|                            | **GEOG: Geography**                                                                   |
|                            | GEOG 102 - Cultural Geography (3) $       |
|                            | **GRPH: Graphic Design**                                                              |
|                            | GRPH 111 - Graphic Design I (3) $       |
|                            | **HCTI: Hospitality Culinary Tourism Institute**                                      |
|                            | HCTI 265 - HCTI Practicum (1) $       |
|                            | **HIST: History**                                                                     |
|                            | HIST 101 - History of Western Civilization I (3) $  
HIST 121 - World History I (3) $  
HIST 201 - History of the United States I (3) $  
HIST 202 - History of the United States II (3) $       |
|                            | **HLTH: Health Education**                                                            |
|                            | HLTH 150 - Health Education (3) $  
HLTH 160 - Stress Management (3) $       |
|                            | **HUMN: Humanities**                                                                  |
|                            | HUMN 210 - The Language of Hip Hop (3) $       |
|                            | **HUMS: Human Services**                                                              |
|                            | HUMS 103 - Introduction to Social Work and the Human Services (4) $       |
|                            | **INTP: American Sign Language Interpreting**                                         |
|                            | INTP 230 - Internship Seminar & Interpreting Environments (1) $       |

**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 $40 but may require purchase of additional course materials and supplies.
<table>
<thead>
<tr>
<th><strong>INTR: Internship</strong></th>
<th><strong>MUSC: Music</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>INTR 101 - Internship (1)</td>
<td>MUSC 103 - Fundamentals of Music (3)</td>
</tr>
<tr>
<td>INTR 102 - Internship (2)</td>
<td>MUSC 107 - Ear Training and Musicianship II (1)</td>
</tr>
<tr>
<td>INTR 103 - Internship (3)</td>
<td>MUSC 109 - American Popular Music (3)</td>
</tr>
<tr>
<td><strong>LGST: Legal Studies</strong></td>
<td>MUSC 112 - Music Theory II (3)</td>
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<tr>
<td>LGST 210 - Estates and Probate (3)</td>
<td>MUSC 201 - Music Cultures of the World (3)</td>
</tr>
<tr>
<td>LGST 230 - Real Estate (3)</td>
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<tr>
<td><strong>MATH: Mathematics</strong></td>
<td></td>
</tr>
<tr>
<td>MATH A - Instruction with Algebra (2)</td>
<td>$</td>
</tr>
<tr>
<td>MATH 50 - Preparation for College Mathematics (0) [2]</td>
<td>$</td>
</tr>
<tr>
<td>MATH 101 - Foundations of Mathematics (3)</td>
<td>$</td>
</tr>
<tr>
<td>MATH 101A - Foundations of Mathematics (3)</td>
<td>$</td>
</tr>
<tr>
<td>MATH 120 - Statistics (3)</td>
<td>$</td>
</tr>
<tr>
<td>MATH 120A - Statistics (3)</td>
<td>$</td>
</tr>
<tr>
<td>MATH 127 - Statistics with Probability (4)</td>
<td>$</td>
</tr>
<tr>
<td>MATH 145 - College Algebra (3)</td>
<td>$</td>
</tr>
<tr>
<td>MATH 165 - Precalculus (4)</td>
<td>$</td>
</tr>
<tr>
<td>MATH 175 - Applied Calculus (3)</td>
<td>$</td>
</tr>
<tr>
<td>MATH 185 - Calculus I (4)</td>
<td>$</td>
</tr>
<tr>
<td>MATH 195 - Calculus II (4)</td>
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</tr>
<tr>
<td>MATH 220 - Introduction to MATLAB (1)</td>
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<tr>
<td>MATH 275 - Differential Equations (3)</td>
<td>$</td>
</tr>
<tr>
<td><strong>MEDA: Medical Assisting</strong></td>
<td></td>
</tr>
<tr>
<td>MEDA 109 - Medical Terminology (3)</td>
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<tr>
<td>MEDA 120 - Pharmacology for Medical Office Practice (3)</td>
<td>$</td>
</tr>
<tr>
<td>MEDA 122 - Foundations of Medical Assisting II (3)</td>
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<tr>
<td>MEDA 204 - Medical Assisting Practicum (3)</td>
<td>$</td>
</tr>
<tr>
<td>MEDA 218 - Health Insurance Billing and Reimbursement (3)</td>
<td>$</td>
</tr>
<tr>
<td><strong>NURS: Nursing</strong></td>
<td></td>
</tr>
<tr>
<td>NURS 50 - Preparation for Nursing (0) [1]</td>
<td>$</td>
</tr>
<tr>
<td><strong>NUTR: Nutrition</strong></td>
<td></td>
</tr>
<tr>
<td>NUTR 100 - Nutrition Basics (1)</td>
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</tr>
<tr>
<td>NUTR 102 - Nutrition in a Changing World (3)</td>
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</tr>
<tr>
<td><strong>PHED: Physical Education</strong></td>
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</tr>
<tr>
<td>PHED 165 - Fitness for Living (3)</td>
<td>$</td>
</tr>
<tr>
<td>PHED 185 - Yoga (3)</td>
<td>$</td>
</tr>
<tr>
<td><strong>PHIL: Philosophy</strong></td>
<td></td>
</tr>
<tr>
<td>PHIL 101 - Introduction to Philosophy (3)</td>
<td>$</td>
</tr>
<tr>
<td>PHIL 105 - Ethics (3)</td>
<td>$</td>
</tr>
<tr>
<td><strong>PHSC: Physical Science</strong></td>
<td></td>
</tr>
<tr>
<td>PHSC 104 - Survey of Oceanography (3)</td>
<td>$</td>
</tr>
<tr>
<td>PHSC 117 - Introduction to Astronomy (4)</td>
<td>$</td>
</tr>
<tr>
<td><strong>PHYS: Physics</strong></td>
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</tr>
<tr>
<td>PHYS 151 - General Physics I (4)</td>
<td>$</td>
</tr>
<tr>
<td>PHYS 252 - General Physics II (4)</td>
<td>$</td>
</tr>
<tr>
<td><strong>POSC: Political Science</strong></td>
<td></td>
</tr>
<tr>
<td>POSC 104 - American Government (3)</td>
<td>$</td>
</tr>
</tbody>
</table>

**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 Summer 2023 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 Summer 2023 is located on page 17.
### PSYC: Psychology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>(3)</td>
</tr>
<tr>
<td>PSYC 201</td>
<td>Developmental Psychology</td>
<td>(3)</td>
</tr>
<tr>
<td>PSYC 202</td>
<td>Social Psychology</td>
<td>(3)</td>
</tr>
<tr>
<td>PSYC 204</td>
<td>Psychology of Adolescence</td>
<td>(3)</td>
</tr>
<tr>
<td>PSYC 206</td>
<td>Abnormal Psychology</td>
<td>(3)</td>
</tr>
</tbody>
</table>

### PTHA: Physical Therapist Assistant

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTHA 125</td>
<td>Therapeutic Exercise</td>
<td>(3)</td>
</tr>
<tr>
<td>PTHA 180</td>
<td>Clinical Experience I</td>
<td>(3)</td>
</tr>
</tbody>
</table>

### RESP: Respiratory Care

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESP 110</td>
<td>Clinical Practicum II</td>
<td>(2)</td>
</tr>
</tbody>
</table>

### SOCY: Sociology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCY 101</td>
<td>Introduction to Sociology</td>
<td>(3)</td>
</tr>
<tr>
<td>SOCY 102</td>
<td>Social Problems</td>
<td>(3)</td>
</tr>
</tbody>
</table>

### SPAN: World Languages: Spanish

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 101</td>
<td>Introductory Spanish I</td>
<td>(3)</td>
</tr>
<tr>
<td>SPAN 102</td>
<td>Introductory Spanish II</td>
<td>(3)</td>
</tr>
<tr>
<td>SPAN 201</td>
<td>Intermediate Spanish I</td>
<td>(3)</td>
</tr>
<tr>
<td>SPAN 202</td>
<td>Intermediate Spanish II</td>
<td>(3)</td>
</tr>
</tbody>
</table>

### SURG: Surgical Technology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SURG 135</td>
<td>Fundamentals of Surgical Technology II</td>
<td>(5)</td>
</tr>
</tbody>
</table>

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ONLINE, STRUCTURED REMOTE & HYBRID COURSES
Please read the following requirements before registering for an online, structured remote, or hybrid course.

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. Any course section with the letters “HYB” indicates a hybrid course. The mouse icon (●) indicates online courses.

Online, structured remote, and hybrid remote 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.

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 textbooks from the FCC Bookstore at bookstore.frederick.edu. Make sure you select books for the correct section of the course as they may differ by section. Some instructors require the corresponding access code for web resources.

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.

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, the 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.

- **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.

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—Sweedner 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
- Explore majors and careers
- Discover campus resources including directions to key offices
- Make your own to-do list and set reminders
- Plan your upcoming academic terms
- Get reminders and alerts about important deadlines

frederick.edu/navigate

Get the app:
STEPS TO enroll

1. Explore Options and Receive a Student ID #
   Admissions & Enrollment Services
   J-101 • 301.624.2716 • admissions@frederick.edu
   frederick.edu/admission

2. Seek Financial Support
   Financial Aid
   J-336 • 301.846.2620 • financialaid@frederick.edu
   frederick.edu/finaid

3. Check Prerequisites, Take Placement Tests, and Send Transcripts
   Testing Center
   H-217 • 301.846.2522 • testingcenter@frederick.edu
   frederick.edu/testing
   Send Transcripts
   transferevaluation@frederick.edu

4. Complete New Student Orientation and See Advisor
   Career and Academic Planning Services
   J-200 • 301.846.2471 • emailadvising@frederick.edu
   frederick.edu/advising

5. Register for Classes
   Registration & Records
   J-115 • 301.846.2431 • registration@frederick.edu
   frederick.edu/registration

6. Complete Payment
   Student Accounts
   J-302 • 301.846.2456 • studentaccounts@frederick.edu
   frederick.edu/studentaccounts

APPLY IN 10 MINUTES
frederick.edu/apply