

# FREDERICK **COMMUNITY** COLLEGE

## SUMMER 2025 CREDIT COURSE SCHEDULE

◀ **KAYLAN VASQUEZ  
POWERS**  
Physical Therapist  
Assistant



Frederick Community College  
**PHYSICAL THERAPIST  
ASSISTANT**

# Hours of Operation

**HOURS OF OPERATION SUBJECT TO CHANGE DURING SUMMER SEMESTER.  
CHECK THE FCC WEBSITE FOR CURRENT HOURS. (FREDERICK.EDU)**

## Jefferson Hall (J Building)

1<sup>ST</sup> FLOOR **Enrollment Center** - Welcome Center, Admissions, and Registration (Credit, CEWD, and ILR)

2<sup>ND</sup> FLOOR **Career & Academic Planning Services (CAPS)**

3<sup>RD</sup> 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, 1<sup>st</sup> Floor)

**Disability Access Services (DAS), A-105**

Monday–Friday..... 8:30 a.m. - 4:30 p.m.  
*\*Monday evening appointments upon request.*

**Student Success Programs, A-103**

Monday–Friday..... 8:30 a.m. - 4:30 p.m.  
*\*Evening appointments available upon request*

**Veteran & Military Services, A-109**

Monday..... 8:30 a.m. - 6:00 p.m.  
Tuesday–Friday..... 8:30 a.m. - 4:30 p.m.  
*\*Evening appointments available upon request.*

## Student Center (H Building, 1<sup>st</sup> Floor)

### Bookstore

Monday..... 8:30 a.m. - 6:00 p.m.  
Tuesday–Friday..... 8:30 a.m. - 4:30 p.m.  
Extended Hours (January & August): Thursday..... 8:30 a.m. - 6:00 p.m.  
*Check bookstore.frederick.edu for special events and holiday hours.  
Order books online 24/7.*

### CougarMart

Monday–Friday..... 9:00 a.m. - 3:00 p.m.

### Counseling & Wellness Services

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

### MOSAIC Center

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

### Public Safety

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

### Student Leadership & Engagement

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

## Testing Center (Linganore Hall, L-204, 2<sup>nd</sup> Floor)

*Appointments are strongly encouraged. Visit [frederick.edu/testing](http://frederick.edu/testing) for more details.*

Monday–Friday..... 8:30 a.m. - 4:30 p.m.  
Tuesday–Thursday..... *by appointment only* 4:30 - 7:00 p.m.  
Saturday..... 9:00 a.m. - 12:00 p.m.

## Monroe Center (200 Monroe Avenue, Frederick, MD 21701)

Monday–Thursday..... 8:00 a.m. - 10:00 p.m.  
Friday..... 8:00 a.m. - 5:00 p.m.  
Saturday..... 8:30 a.m. - 4:30 p.m.

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The Summer 2025 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 (FCC) 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. Under the ADA and Section 504, FCC makes every effort to accommodate individuals with disabilities for College-sponsored events and programs. For FCC employees needing accommodations, including interpreting, please email [humanresources@frederick.edu](mailto:humanresources@frederick.edu). For students and others with accommodation needs or questions, please call 301.846.2408, or to request sign language interpreter services, please email [interpreting@frederick.edu](mailto:interpreting@frederick.edu). Sign language interpreters will not be automatically provided for College-sponsored events without a request for services. Requests must be made at least five workdays before a scheduled event to guarantee accommodations. 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 2025

## Registration opens Monday, April 14, 2025

Priority Registration for Parenting Students  
and Veterans & Active-Duty Military  
Friday, April 11, 2025

First Day of Summer Credit Classes  
Thursday, May 29

Summer Academic Sessions and  
Summer Credit Schedule subject to change.  
Visit [frederick.edu/schedules](http://frederick.edu/schedules)  
for the most up-to-date information.

### Important Dates

1 <sup>st</sup> Payment Due Date for All Sessions.....	Thursday, May 22 by 4:30 p.m.
Payment Due Date for Registrations after May 22.....	Payment is Due by the Session Start Date
<i>Failure to pay will result in students being dropped for non-payment</i>	
No Credit Classes or Continuing Education Classes .....	Saturday, May 24 – Sunday, May 25
Memorial Day – College Holiday (No classes, office hours, or campus services).....	Monday, May 26
Juneteenth – College Holiday (No classes, office hours, or campus services) .....	Thursday, June 19
Independence Day – College Holiday (No classes, office hours, or campus services).....	Friday, July 4
Last Day of Summer Credit Classes.....	Friday, August 8

# ACADEMIC SESSIONS

### Important Deadlines

#### Last day to apply for:

August 2025 graduation ..... August 1, 2025  
December 2025 graduation ..... December 1, 2025

First day to enroll ..... April 14, 2025  
Spring 2025 "I" grades to "F" ..... July 15, 2025

### 10-week (10A)

First day..... May 29  
Last day to add ..... June 4  
Last day 100% refund ..... June 4  
Last day 50% refund ..... June 11  
Last day to withdraw or audit..... July 16  
Last day of classes ..... August 7  
Grades due (10 a.m.)..... August 12

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

First day..... May 29  
Last day to add ..... June 2  
Last day 100% refund ..... June 4  
Last day 50% refund ..... June 11  
Last day to withdraw or audit..... June 23  
Last day of classes ..... July 3  
Grades due (10 a.m.)..... July 9

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

First day..... July 7  
Last day to add ..... July 7  
Last day 100% refund ..... July 8  
Last day 50% refund ..... July 10  
Last day to withdraw or audit..... July 17  
Last day of classes ..... July 25  
Grades due (10 a.m.)..... July 30

### 1st 3-week (3W1)

First day..... June 5  
Last day to add ..... June 5  
Last day 100% refund ..... June 6  
Last day 50% refund ..... June 11  
Last day to withdraw or audit..... June 18  
Last day of classes ..... June 26  
Grades due (10 a.m.)..... July 1

### 8-week (8W1)

First day..... June 12  
Last day to add ..... June 17  
Last day 100% refund ..... June 18  
Last day 50% refund ..... June 26  
Last day to withdraw or audit..... July 21  
Last day of classes ..... August 7  
Grades due (10 a.m.)..... August 12

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

First day..... July 7  
Last day to add ..... July 8  
Last day 100% refund ..... July 10  
Last day 50% refund ..... July 17  
Last day to withdraw or audit..... July 28  
Last day of classes ..... August 8  
Grades due (10 a.m.)..... August 13

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

Students using VA Education benefits should contact Veteran & Military Services before withdrawing or changing to audit.

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

\*\* Waitlists are purged on the Friday before each session starts.

### Frederick Community College Board of Trustees

Theodore M. Luck, *Chair* • Tom Lynch, *Vice Chair* • Carolyn Kimberlin • Tracey McPherson • Dr. William Reid • Myrna Whitworth  
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# TUITION & FEES

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 2025 Tuition & Fees Chart \*

Credits	In-County	Out-of-County	Out-of-State
1	\$160.92	\$316.98	\$418.98
2	\$321.84	\$633.96	\$837.96
3	\$482.76	\$950.94	\$1,256.94
4	\$643.68	\$1,267.92	\$1,675.92
5	\$804.60	\$1,584.90	\$2,094.90
6	\$965.52	\$1,901.88	\$2,513.88
7	\$1,126.44	\$2,218.86	\$2,932.86
8	\$1,287.36	\$2,535.84	\$3,351.84
9	\$1,448.28	\$2,852.82	\$3,770.82
10	\$1,609.20	\$3,169.80	\$4,189.80
11	\$1,766.78	\$3,483.44	\$4,605.44
12	\$1,924.36	\$3,797.08	\$5,021.08
13	\$2,081.94	\$4,110.72	\$5,436.72
14	\$2,239.52	\$4,424.36	\$5,852.36
15	\$2,397.10	\$4,738.00	\$6,268.00

\* Tuition and fees rates are subject to change.

Tuition and fees are part of the full cost of attendance. For more information, visit: <https://www.frederick.edu/financial-services/othercosts.aspx>.

### Tuition and fees\*

In-County per credit hour	\$131.58
Out-of-County per credit hour	\$287.64
Out-of-State per credit hour	\$389.64
For FCPS high school students, see page 4.	

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

### Consolidated Service Fee (\$26)

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

### Student Activity Fee (\$3.34)

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

### Additional Fees\*\*

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

American Sign Language Immersion Experience (ASLS 250) ..... \$120

Applied Music Fee (per class) ..... \$490

### Books and Course Materials

Students are responsible for the purchase of textbooks and other materials for each class when applicable. See page 12 or visit [bookstore.frederick.edu](https://bookstore.frederick.edu).

### Building Trades

HVAC and Electrical (per class) ..... \$73\*

Welding (per class) ..... \$102\*

Credit by Departmental Exam (per credit hour) ..... 50% of tuition

Credit by Portfolio (per credit hour) ..... 50% of tuition

Culinary Arts (per class) ..... \$121

Please refer to the specific HCTI course. Some courses require a chef uniform and basic knife or pastry set.

### MACEM&PS Fees

FEMA credit conversion fee (per credit hour, subject to change) ..... \$90

EMGT courses 105, 115, 125, 135, 140, 215, 225, 235 registration fee (per course, not eligible for 50% refund) ..... \$100

### Nursing Program

Assessment Technology Institute (ATI) fee ..... \$420\*

### Physical Therapist Assistant Fees

PTHA 105: Background & drug testing fee ..... \$143.99

PTHA 101: Electronic health record platform ..... \$220

### 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.

### Transcripts Fee

E-transcripts delivered electronically ..... \$8\*

Printed transcripts delivered by USPS ..... \$10.50\*

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

### Summer payment due dates:

Thursday, May 22 by 4:30 p.m.

### How to avoid the Drop Zone

Students must have paid in full, or have enough anticipated financial aid posted to their PeopleSoft account, or 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 Financial Accounts tile and click Make a Payment/Set Up a Payment Plan.
- Payments are **automatically withdrawn** from your checking/savings account or major credit card on the fifth day of each month that payment is due.
- Enrollment fee is \$30; No interest charges.
- If you sign up for a payment plan, you are entering into a contract for all tuition and fees.

### Summer 2025 Target Dates To Enroll in a Payment Plan

Payment Plan available on April 14, 2025. Sign up early to take advantage of flexible payment options

Last day to enroll online	Required down payment	Number of payments	Months of payments (payment date 15 <sup>th</sup> )
May 21	30%	2	June 15 - July 15
June 14	50%	1	July 15

For additional information, contact Student Finance at 301.846.2456 or email questions to [studentfinance@frederick.edu](mailto:studentfinance@frederick.edu).

## HOW TO APPLY & REGISTER

Please monitor your myFCC email for updates from the College.

### New Students

**NOTE:** For more information about programs and careers offered, admissions, or enrollment steps, please go to [frederick.edu/admissions](http://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/apply](http://frederick.edu/apply) to apply online.
- New, first-time applicants, will receive a welcome letter in the mail and your New Student ID number will be emailed to you using the addresses included on your application. You will need your ID number to access your student accounts and register for classes. If you come to campus to register, bring this letter with you or take a picture of the letter.

#### 2) Prepare for registration

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

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

#### 3) Log into FCC online accounts

Please reset your password through the IT Help Desk & 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 - Orientation, Advising, and Registration

If you're a new student planning to attend FCC for your first college experience, participating in an orientation program and meeting with an academic advisor is essential to help you prepare for your first semester. Before scheduling an orientation, advising session, or registering for classes, make sure you've applied to the college and completed your placement assessment (or submitted testing exemptions).

##### 1. Orientation

All students should complete the online Go2Orientation for helpful information about the College, Testing Services, Academic Support, Student Services, Advising, College Policies, Campus Safety and more.

To learn more about Go2Orientation, visit [frederick.edu/orientation](http://frederick.edu/orientation).

##### 2. Advising

Meeting with an Academic Advisor is essential for selecting the right classes for career and transfer planning, and ensuring that you graduate in a timeframe that is right for you. You can schedule an appointment between September and December, or between February and July, by visiting [frederick.edu/caps](http://frederick.edu/caps) or by downloading the Navigate app. During the month of January and August, advising will be available on a walk-in basis only. Simply visit Jefferson Hall to meet with an advisor. For more information, visit [frederick.edu/caps](http://frederick.edu/caps).

##### 3. Registration

Register for classes via PeopleSoft through the Student Portal. Your UserID for PeopleSoft is W+your student ID (e.g., W1234567), and the password is the same as your Outlook email login password.

#### 5) Pay for classes

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

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

## Readmit (Returning to FCC) Students

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If you've attended FCC before, but not since the summer 2023 semester, complete the admissions application and select "Readmit" under Classification. You will follow the requirements of the current catalog year.

## Current and Transfer Students

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### 1) If transferring from another college or university, be sure to request all official transcripts be sent to Registration and Records.

This includes non-traditional course platforms like ACE, AP, Cambridge, CLEP, DSST(DANTES), International Baccalaureate (IB), Military, and NCCRS. Email [transferevaluation@frederick.edu](mailto:transferevaluation@frederick.edu) with any questions.

### 2) Review your Degree Plan.

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

### 3) Meet with an advisor to talk about your course selection and to discuss your academic and career goals.

- Students are assigned an advisor based on their academic major. Students should be sure to schedule their advising appointment with their assigned advisor. Use the Navigate mobile app or the Career & Academic Planning Services (CAPS) webpage to find your assigned advisor and to schedule an advising appointment.
- Students on academic alert or academic probation must meet with an advisor from CAPS prior to registering for classes. [frederick.edu/CAPS](http://frederick.edu/CAPS)
- Students returning from academic suspension must meet with their assigned advisor prior to registering for classes. Students returning from academic dismissal must meet with the Director of Student Success & Retention. Call 301.624.2707 to schedule an appointment.

### 4) Register for Classes

On the web or in person

#### • Web registration

Go to <http://myFCC.frederick.edu>. Click on **PeopleSoft/Student Information System** in the blue navigation bar, then follow the online instructions.

Or, if you need assistance, you can register in person.

#### • Register in person

Bring your registration form to Credit Registration (Jefferson Hall, 1<sup>st</sup> Floor).\*

\*In-person registration form service is subject to change.

- If you're on academic alert or probation, you must see an academic advisor before you register.

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

### 5) Review your schedule

\*\* When signing up for a mixture of structured remote, hybrid remote, and face to face classes, please be sure to leave sufficient time between classes to move between campus and an appropriate workspace for your structured remote session.

- Check classroom locations (Some courses are held off site).
- Check course start and end dates (Some courses do not begin at the start of the semester).

- Check to see if you have registered for a linked class. If so, make sure you are registered for both components.
- Print your schedule to be sure you have completed the process correctly.
- If you have registered for an online class, see page 27 for more information about online classes at FCC.

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

## Dual Enrollment of High School Aged Students

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**Tuition and fees for High School students are not waived during the summer term. Students will be 100% responsible for tuition and fees.**

FCPS students who want to earn both high school and college credit for a course must adhere to the FCPS guidelines and complete the appropriate paperwork prior to the start of the course. Students should contact their high school counselor.

Discounts and waivers apply to fall and spring semesters only, summer sessions are excluded. To learn more about dual enrollments programs available to high school aged students during the school year, please visit [frederick.edu/de](http://frederick.edu/de)

*Subject to change without notice.*

## Visiting Students

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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](http://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](mailto:registration@frederick.edu). Include your FCC ID number and PDF copies of your permission to enroll form\* or transcript. Permission will be entered into the Student Information System to allow web registration.
  - b. Register online using our PeopleSoft system if the required prerequisite has been evaluated by FCC and stored in the system.
  - c. Register in person with your permission to enroll form\* or your unofficial transcript showing you have met the prerequisite.
  - d. Complete the Visiting Student Form online.

For more information, visit [frederick.edu/enroll-now/visiting-students](http://frederick.edu/enroll-now/visiting-students)

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

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

## Student Services Available Online

### Use your online PeopleSoft registration and student account to:

- Register and adjust classes (drop/add)
- View degree requirements; plan your courses
- View and print your class schedules and grades
- View your financial aid information
- Sign up for the payment plan
- Print unofficial transcripts
- View transfer credit
- Make a payment
- View your grades
- Apply for graduation

### To log in to PeopleSoft go to <http://myFCC.frederick.edu>

- Click on **PeopleSoft** in the blue navigation bar
- User ID is a capital **W** and your 7 digit student ID number
- Enter your password, or select 'reset password' if you've never logged in before, or if you have forgotten your password
- This log-in is **case sensitive**

### To find courses needed in your Degree Plan:

From Student Center, under Academics, click on My Academics

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

*How to Check Degree Plan Video Instructions: [frederick.edu/degreeplancheck](http://frederick.edu/degreeplancheck)*

### To enroll in a class using the class number from the credit schedule (ex., 1009):

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

## Making Changes

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

### To drop a credit course/adjust your schedule:

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

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

### Name changes

The Name Change form is an electronic form available online or at the Welcome Desk in Jefferson Hall. [frederick.edu/registrationforms](http://frederick.edu/registrationforms)

### Address changes

The Address Change form is an electronic form available online or at the Welcome Desk in Jefferson Hall. [frederick.edu/registrationforms](http://frederick.edu/registrationforms)

### Academic plan changes

The Change of Major form is an electronic form available online. An advisor must approve and sign off on this form. [frederick.edu/registrationforms](http://frederick.edu/registrationforms)

### Canceled courses

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

# Academic Assessment and Placement Policy and Procedures

## I. Philosophy and Scope

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

## II. Definitions for the Purpose of this Policy and Procedures

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

## III. Responsible Senior Leader and Responsible Office

Provost and Vice President for Teaching, Learning, and Student Success

## IV. Entities Affected by this Policy and Procedures

- FCC currently enrolled and prospective students
- FCC faculty, staff, and administrators

## V. Placement Testing Requirements

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

## VI. Placement Guidelines

- A. Unless otherwise indicated, placement scores are determined using ACCUPLACER academic assessments.
- B. Placement scores will be valid for two years after the date of taking the placement tests.
- C. Minimum cut scores have been determined for college-readiness in reading, writing, and mathematics.
- D. Students, whose first language is not English, will take ACCUPLACER ESL tests to determine reading and writing placement scores when less than four (4) years of English as a Second Language high school coursework were completed.
- E. Individuals with documented disabilities as verified by the Disability Access Services Office 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. The Cambridge Advanced International Certificate of Education (AICE) at AS-Level or A-Level coursework. Exam scores of e(e) or E(e) or higher in English Language or Language & Literature. For the purpose of placement test exemption, Cambridge AICE grades are valid for five years.
  5. English 10 MCAP score of 3 or 4 (Early Fall MCAP score of 2 or 3). For the purpose of placement test exemption, this score is valid for one year after an individual's date of high school graduation.
  6. The PARCC ELA test score of 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.
  7. The GED Reasoning Through Language Arts test with a score of 165 or higher. GED scores are valid for one year from the test date.
- C. Individuals will be exempted from the math placement tests if they provide evidence of successfully completing one or more of the following:
1. A general education math course, at the college level, at an accredited U.S. institution or credit through DSST or CLEP.
  2. The Advanced Placement (AP) test with a score of 3 or higher in Calculus AB, Calculus BC, or Statistics. For the purpose of placement test exemption, AP test scores are valid for five years from the test date.
  3. The International Baccalaureate (IB) exams with a grade of 4 or above on one or more of the following exams: Mathematical Studies, Mathematics SL or HL and/or Further Math. For the purpose of placement test exemption, IB test scores are valid for five years from the test date.
  4. The Cambridge Advanced International Certificate of Education (AICE) at AS-Level or A-Level coursework. Exam scores of e(e) or E(e) or higher in Mathematics. For the purpose of placement test exemption, Cambridge AICE grades are valid for five years.
  5. Algebra II or Geometry MCAP score of 3 or 4 (Early Fall MCAP score of 2 or 3). This score is valid for one year after an individual's date of high school graduation.
  6. The Algebra II or Geometry PARCC test score of 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.
  7. The GED Mathematical Reasoning test with a score of 165 or higher. GED scores are valid for one year from the test date.
- D. Individuals from Frederick County Public Schools (FCPS) who successfully completed the following math courses are exempt from taking the math placement tests. This exemption is valid for one year after the individual's date of high school graduation, unless otherwise noted.
1. Algebra II with an A or B, or Advanced Algebra with Trigonometry with an A or B or C, completed within the past two years, are eligible to enroll in courses up to and including FCC course MATH145.
  2. Intermediate Transitional Algebra or Transitional Math Modules with an A or B are eligible to enroll in MATH 101A, MATH120A, MATH 145S or MATH 110/113.
  3. Pre-Calculus or higher-level math course with an A, B, or C are eligible to enroll in the equivalent college-level credit-bearing course.
  4. Designated transition math modules and earning the designated score on an FCC-approved college-readiness exam are eligible to enroll in non-STEM FCC course MATH101 or MATH120.
- E. Individuals from FCPS who successfully completed English 12 and earn a final letter grade of A or B will be exempted from the reading and writing placement tests. They will be deemed college-ready in reading and writing and will be eligible to enroll in FCC course ENGL101. This exemption is valid for one year after the individual's date of high school graduation.
- F. Individuals from FCPS, whose first language is not English, will be exempted from the ACCUPLACER ESL placement tests and may concurrently enroll in FCC course ESOL100 while in high school, if they provide evidence of successfully completing EL English 10 with final letter grade of A or B. This exemption is valid only for rising juniors.
- G. Individuals who have provided a copy of their SAT/ACT scores that meet the exemption criteria set by statewide agreements will be exempted from individual placement tests. SAT and ACT scores are valid for five years from the test date.
1. Individuals with an SAT Mathematics score of 530 or higher are exempted from math placement testing.
  2. Individuals with an ACT Mathematics score of 21 or higher are exempted from math placement testing.
  3. Individuals with an SAT Evidence-based Reading & Writing score of 480 or higher are exempted from reading and writing placement testing.
  4. Individuals with an average ACT score of 21 or higher on the English & Reading Tests are exempted from reading and writing placement testing.
- H. Individuals who provide an official copy of the TOEFL (Test of English as a Foreign Language) score transcript and who score a 575 or higher on the paper-based test, or a score of 90 or higher on the internet-based test are exempted from the reading, writing, and ESL placement tests. TOEFL scores are valid for two years from the test date.
- I. Individuals who provide a copy of their official ACCUPLACER or alternative placement test score(s), and meet the FCC placement criteria that exempts them from developmental reading, writing, and/or mathematics, will also be exempt from the corresponding FCC placement tests. These scores are valid for two years from the test date. Testing Center Services Director will evaluate the scores and assign appropriate course placement(s).

- J. Individuals who provide an unofficial transcript indicating satisfactory completion (at a C or better) of the highest-level developmental course work in reading, writing, and/or mathematics at another Maryland community college or University System of Maryland college/university are exempted from corresponding placement tests. There is no expiration for this exemption regarding the age of the transfer course. Reading and writing placement exemptions do not apply to ESL course work.
- K. Visiting students from other institutions of higher learning who present a "Permission to Enroll" form will have prerequisites waived for the courses certified by the sending institutions. No placement exemption will be entered; complete the Visiting Student Form.
- L. Individuals who have provided an official transcript indicating they have been awarded an associate degree or higher from an accredited U.S. institution will be exempted from placement testing.
- M. Students who have successfully completed an FCC-approved academic intervention will be permitted one additional retest for a total of three placement test attempts, unless otherwise permitted by a specific FCC program.
- N. Individuals enrolled in FCPS or another school with a dual enrollment agreement with the College who wish to participate in dual enrollment may take the placement tests twice. Individuals may retake the placement test a third time within six months of high school graduation, with an unofficial transcript or report card indicating successful completion of grade 12 English and/or math, and verification of their placement testing records by the Testing Center.
- O. Individuals who have completed their junior year or graduated from a Maryland Public High School and present a transcript that verifies a cumulative, unweighted high school GPA of 3.0 or better will be exempt from taking the reading, writing, and mathematics placement testing. This measure does not apply to grades earned in English as a Second Language (ESL) courses. This GPA exemption will be valid for five years after the date of the individual's high school graduation.
- P. Individuals who are otherwise exempted by the Associate Vice President for the Center for Teaching and Learning or their designee.

**VIII. Related Policies and Procedures**

Academic Standards

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The official version of the College Academic Assessment and Placement Policy and Procedures is located on [frederick.edu](http://frederick.edu) and is currently under review.

**Determination of Residency for Tuition Purposes Policy and Procedures**

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**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, 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 Experience

### 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. *G.I. Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at www.benefits.va.gov/gibill.*

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

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

### VI. International, Foreign National, and Immigrant Students

A foreign national lawfully eligible for study in the United States may be considered a resident for tuition purposes if the student meets the domicile requirements stated in this procedure. A foreign national lawfully admitted to the United States on a visa type with a corresponding "date-certain" authorized stay may not be considered a resident for tuition purposes. A foreign national lawfully eligible for study in the United States on certain visa types with an indeterminate authorized stay may be considered as a Maryland resident for tuition purposes, if the domicile requirements of this procedure have been satisfied.

The following visa status types determine residency as indicated:

VISA		
A	Diplomats, family, staff	In-County
B	Temporary visitor	See section VI - A below
C	Aliens in transit	Out-of-State
E	Treaty trader-Taiwan only	In-County
F	Student and dependents	Out-of-State
G	Representative of a world organization	In-County
H1 and H4	Temporary worker and dependents	In-County
H2 and H3	Other specialty workers	Out-of-State
I	Foreign media/journalist	In-County
J	Exchange visitor, Au pair, scholar	Out-of-State
K	Fiancé of U.S. citizen/ Frederick County resident	In-County
L	Intra-company transferee	In-County
M	Foreign vocational student, dependents	Out-of-State
R	Religious worker	In-County
TN	Professionals under NAFTA agreement	Out-of-state
V	Spouse or child of permanent resident	In-County
	Permanent Resident; Green Card; Refugee, Asylee	In-County

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

- 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

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

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

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

**Veteran and Military Educational Benefits**

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

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

**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, 2025 for Summer 2025 semester**. Students receiving this Tuition Benefit must meet all the required course prerequisites. Students must pay fees. See the Tuition & Fees on page 2 for an explanation of fees and payment due dates. You can register before this date to reserve space, but you will have to pay full tuition and will not be eligible for the tuition-free benefit. There is no waiver of fees.

## Students with Disabilities with Tuition Waiver

HB104, enacted by the 2011 Maryland General Assembly, redefines the tuition waiver for community college students with disabilities as those out of the 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 to receive disability waivers for qualifying classes. *Eligibility for this tuition waiver is as follows:*

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

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

### In order to receive this waiver of tuition:

1. An individual must provide the College with certification of their total and permanent disability from the Social Security Administration, the Railroad Retirement Board, or in the case of a former federal employee, the Office of Personnel Management.
2. Individuals enrolled in a degree or certificate program must apply for any state or federal student financial aid, by completing the **Free Application for Federal Student Aid (FAFSA)** at [studentaid.gov](http://studentaid.gov). Payment for all course fees will be required in order to have classes held. Please refer to the payment chart listed within the Financial Aid section.
  - a. Any student financial aid, other than a student loan, received by the student shall be applied first to pay the individual's tuition.
  - b. The waiver shall apply to the difference, if any, between the charge for tuition and the financial aid award, not including a student loan that the individual receives. Students must pay fees not covered by the waiver.

## Disability Access Services (DAS)

In accordance with Section 504 and the ADA the College provides reasonable accommodations and 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 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](mailto:DisabilityServices@frederick.edu)

Coordinator for Interpreting Services: 301.846.2476 (Voice),  
240.578.0844 (Text) or via email at [Interpreting@frederick.edu](mailto:Interpreting@frederick.edu)

## 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.** Academic refunds are usually processed after the second week of the term start date. Students that withdraw from classes after the refund period do not receive a reduced rate and are responsible for all tuition and fees until paid in full. Please note: FCC no longer partners with Bank Mobile to process our refunds.

### Forms of Payment

**Paid by credit card** – Refunds will be credited back to the card originally charged.

**ACH/Cash/Check** – Refunds will be processed as a check mailed directly to the student from FCC. Please make sure your address on file at FCC is accurate.

**Financial Aid recipient** – A check refund will be issued by FCC and mailed through the postal service to the address on file after attendance is verified. We recommend consulting the Financial Aid Office regarding any rules and regulations that may impact your award prior to dropping any classes. This is important as it may affect your financial aid package and cause you to owe money back to the college.

Contact Student Finance at 301.846.2456 with any refund questions.

If you purchased course materials from the FCC Bookstore for a class you have dropped, and want a refund, please visit [bookstore.frederick.edu](http://bookstore.frederick.edu) and submit a Return Request Form. Requests for refunds must be submitted by the time the course is dropped. Complete details are available online.

[bookstore.frederick.edu/refunds](http://bookstore.frederick.edu/refunds)

## 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, opt. 1) can help you consider all options and sources for funds including scholarships, grants, work-study opportunities, and different types of loans.

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

### Application Process

1. Complete the 2024-2025 Free Application for Federal Student Aid (FAFSA) online at [studentaid.gov](http://studentaid.gov) and list the school code in step 6 (002071). **Priority deadline to apply is April 1, 2025. The final deadline to complete the FAFSA is June 30, 2025. The final deadline to submit paperwork for the award year is July 15, 2025.**
2. Upon receipt of your FAFSA data, Financial Aid will contact you regarding eligibility and/or to request additional documentation. Students who are selected for verification will be required to submit additional documentation such as an IRS Tax Transcript. Students should check their "To Do" list in PeopleSoft under the TASKS tile for a list of required documents. Some tasks will direct students to complete and submit documentation is StudentForms.

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](http://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 deadline for the Summer 2025 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.

Students should submit all required paperwork by **April 15, 2025** for the Spring semester to allow for processing. Students submitting paperwork after this deadline should sign up for a payment plan to ensure they are not dropped for non-payment. \* Submission of a FAFSA and paperwork is not a guarantee of eligibility for financial aid.

Pell Grant is awarded based on registration. Students must register before they are awarded. Students wishing to borrow loans for the summer must request a review of loan eligibility by emailing [LoansAtFCC@frederick.edu](mailto:LoansAtFCC@frederick.edu).

*\* Please refer to pages 2-3 for payment deadlines and drop zone information.*

## Maryland State Scholarships

Information about the application process and important deadline dates for Maryland State Scholarships please check: [www.mhec.state.md.us](http://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](http://frederick.edu). The Academic Works system is open for applications:

- **May 1–15, 2025 (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](http://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](http://bookstore.frederick.edu). Ordering assistance is available by emailing [bookstore@frederick.edu](mailto:bookstore@frederick.edu), or in person at our customer service counter. Counter service for course materials is available with your FCC Student ID. The store offers in-store pickup, delivery to Student Center Smart Lockers for pickup after hours, or shipping to your address.

Students may use their financial aid credit balance towards the purchase of their course materials and supplies. To pay with SFA online, select Student Web Charge as the payment method.

Students are responsible for purchasing their course materials. Visit [bookstore.frederick.edu](http://bookstore.frederick.edu) and search with your student ID for more details.

FCC has partnered with Slingshot to automatically provide all required course materials to Open Campus, Career Pathways, and Early College students in alignment with the Maryland Blueprint for Education. Information regarding access to digital books and materials will be sent directly to students' FCC email addresses. Contact the Bookstore for more information. [bookstore@frederick.edu](mailto:bookstore@frederick.edu)

## 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](http://frederick.edu/student-resources/dining-services.aspx). Canteen can be contacted at [cafemanager@frederick.edu](mailto:cafemanager@frederick.edu) or by phone at 301.846.2738

## FCC LIVE WELL

Various food resources are available on main campus and at the Monroe Center, as well as services for mental and physical wellness. FCC is committed to providing free access to these services to support students through any challenges they may be having. For details, contact [livewell@frederick.edu](mailto:livewell@frederick.edu) or 301.624.2786. More information can be found at [frederick.edu/needsupport](http://frederick.edu/needsupport).

## 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](https://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 2025 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 2025 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](mailto:TranscriptRequest@frederick.edu)

### FCC Digital Credentials – Your FCC Diploma

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

Students whose associate and/or certificate credentials were posted before August 1, 2022 can order and pay for a legacy digital diploma using the Diploma Reprint Request 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](mailto:graduation@frederick.edu)



# DIRECTORY

College Information	301.846.2400	assist@frederick.edu
Admissions	301.624.2716	admissions@frederick.edu
Athletics	301.846.2500	athletics@frederick.edu
Bess & Frank Gladhill Learning Commons/Library	301.846.2444	https://answers.frederick.edu
Bookstore	301.846.2463	bookstore@frederick.edu
Career and Academic Planning Services (CAPS)	301.846.2471	CAPS@frederick.edu
Carl & Norma Miller Children's Center	301.846.2612	childrenscenter@frederick.edu
Center for Teaching & Learning	301.846.2521	ctl@frederick.edu
Continuing Education & Workforce Development	301.624.2888	ceinfo@frederick.edu
Counseling & Wellness Services	301.624.2785 & 301.624.2757	counselingandwellness@frederick.edu
Disability Access Services (DAS)	301.846.2408	disabilityservices@frederick.edu
Dual Enrollment/Open Campus	301.624.2893 & 240.629.7993	dualenrollment@frederick.edu
FEMA Program and Transcripts	301.624.2854	creditconversion@frederick.edu
Financial Aid	301.846.2620	financialaid@frederick.edu
Global Learning	301.846.2521	jorellana@frederick.edu
Graduation	301.846.2431	graduation@frederick.edu
Internship & Apprenticeship	301.624.2724	internships@frederick.edu
Making Our Space an Inclusive Community (MOSAIC) Center	240.629.7841	mosaiccenter@frederick.edu
Online Learning and Instructional Innovation	301.846.2401	kjacob@frederick.edu
Prior Learning Assessment	301.846.2587	atobery@frederick.edu
Registration & Records	301.846.2431	registration@frederick.edu
Security	301.846.2453	security@frederick.edu
STEM Learning Center	240.629.7839	bpenko@frederick.edu
Student Finance (Cashier's Office)	301.846.2456	studentaccounts@frederick.edu
Student Leadership & Engagement	301.624.2793	studentengagement@frederick.edu
Student Wellness & Support Programs	301.624.2786	livewell@frederick.edu
Student Success Programs	301.624.2894	studentsuccessprograms@frederick.edu
Testing Center	301.846.2522	testingcenter@frederick.edu
Transfer Coordinator (Transfer with Success Act)	301.846.2595	ter@frederick.edu
Transcript Evaluation (Incoming Transcripts)	301.846.2595	transferevaluation@frederick.edu
Transcript Requests (Outgoing official transcripts)	301.846.2653	transcriptrequest@frederick.edu
Tutoring & Writing Center	301.846.2619	csloan@frederick.edu
Veteran and Military Services	301.624.2836	veterans@frederick.edu



# CONTACT LIST

## Division of Teaching, Learning, and Student Success (TLSS)

### Office of the Provost

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Amy Parks, Associate Provost of Strategic Operations	301.846.2490 • provost@frederick.edu
Brenda Flores, Administrative Assistant, Office of the Provost	301.846.2490 • provost@frederick.edu

### School of Public Service, Social Sciences, and Education

Kathy Francis, Associate Vice President and Dean	240.629.7804
Emma Barr, Administrative Assistant to AVP/Dean	301.624.2734

#### Legal and Public Safety Career Community

##### Mid-Atlantic Center for Emergency Management & Public Safety (MACEM&PS)

Jason Deater, Assistant Dean and Director	301.846.2687
Julie Hoyle, Academic Office Manager	240.629.7930

#### Social Science and Education Career Community

Julie Horton, Assistant Dean	301.846.2461
Nicole Welch, Academic Office Manager	301.846.2507

### School of Arts and Humanities

Brian Stipelman, Associate Vice President and Dean	301.624.2761
Kristi Waters, Administrative Assistant to AVP/Dean	301.624.2831

#### English, Communication, and Languages Career Community

Valerie Fox, Academic Office Manager	301.846.2600
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#### Visual & Performing Arts Career Community

Amy Mabey, Academic Office Manager	301.846.2512
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### School of Biological, Physical, and Health Sciences

Sandy McCombe Waller, Associate Vice President and Dean	301.624.2826
Kim Manley, Administrative Assistant to AVP/Dean	301.624.2808

#### Biological and Physical Sciences Career Community

Sharon Smith, Academic Office Manager	301.846.2510
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#### Health Professions Career Community

Abby Sines, Coordinator, Admissions	240.629.7950
Kyla Newbould, Director of Nursing	301.846.2607
Amelia Iams, Director Physical Therapy Assistant Education	301.846.2644
Jessica Missavage, Director of Respiratory Care	301.846.2528
Crystal Shea, Director of Surgical Technology	240.629.7959
Ann Geyer, Academic Office Manager	301.846.2605

### School of Technology, Trades, Business, and Hospitality

Amy Parks, Associate Provost of Strategic Operations	301.846.2517
Doree Lynn Miles, Academic Office Manager (Accounting, Business, Computer Science, Economics)	301.846.2505
Jeanne Nesbitt, Academic Office Manager (Engineering, Math)	301.846.2530
Shela Stewart, Academic Office Manager (CATI and HCTI)	240.629.7912

#### Technology, Trades, Engineering, and Math Career Community

Nicholas Morgan, Institute Manager, Construction & Applied Technologies Institute (CATI)	240.629.7902
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#### Business, Hospitality, and Culinary Career Community

Elizabeth DeRose, Institute Manager, Hospitality, Culinary & Tourism Institute (HCTI)	301.846.2404
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### Continuing Education & Workforce Development

Molly Carlson, Associate Vice President and Dean	240.629.7905
Eran Bosaz, Administrative Assistant to AVP/Dean	301.624.2820

#### English for Speakers of Other Languages (ESOL)

Elizabeth Ljubic, Program Manager	240.629.7925
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# GENERAL EDUCATION COURSES | SUMMER 2025 OFFERINGS

## 1. Arts & Humanities

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### 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)
- Δ COMM 111 - Introduction to Mass Communication (3)
- \* ENGL 102 - English Composition and Literature (3)

### Humanities

#### English

- \* ENGL 102 - English Composition and Literature (3)
- ENGL 203 - American Literature Pre-Colonial through Civil War Periods (3)
- ENGL 226 - Film as Literature (3)
- ESOL 100 - English for Academic Purposes (3)

#### Humanities

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

### Languages

#### American Sign Language

- ASLS 121 - American Sign Language I (3)

#### French

- FREN 101 - Introductory French I (3)
- FREN 102 - Introductory French II (3)

#### Spanish

- SPAN 101 - Introductory Spanish I (3)
- SPAN 102 - Introductory Spanish II (3)
- ‡ SPAN 201 - Intermediate Spanish I (3)
- ‡ SPAN 202 - Intermediate Spanish II (3)

### Philosophy

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

## 2. English

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- ENGL 101 - English Composition (3)

## 3. Interdisciplinary & Emerging Issues

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### Computer Literacy

- CMIS 101 - Information Systems and Technology (3)

### Wellness

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

## 4. Mathematics

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

## 5. Biological & Physical Sciences

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### Biological Science

- 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 201 - Anatomy and Physiology I (4)
- BSCI 202 - Anatomy and Physiology II (4)
- BSCI 223 - Microbiology for Allied Health (4)

### Biotechnology

- BIOT 101 - Biotechnology and Society (3)
- BIOT 130 - Forensic Biology (4)

### Chemistry

- CHEM 100 - Chemistry and Society (4)
- CHEM 101 - General Chemistry I (4)
- CHEM 102 - General Chemistry II (4)

### Physical Science

- PHSC 104 - Survey of Oceanography (3)
- PHSC 117 - Introduction to Astronomy (4)

### Physics

- PHYS 151 - General Physics I (4)
- PHYS 252 - General Physics II (4)

## 6. Social & Behavioral Sciences

### Anthropology

‡ ANTH 101 - Introduction to Anthropology (3)

### Economics

‡ ECON 200 - Principles of Macroeconomics (3)

ECON 202 - Principles of Microeconomics (3)

### Education

EDPS 210 - Human Growth and Development (3)

### Geography

‡ GEOG 102 - Cultural Geography (3)

### History

‡ HIST 121 - World History I (3)

‡ HIST 122 - World History II (3)

HIST 201 - We the People: U.S. History to 1865 (3)

HIST 202 - Let Freedom Ring: U.S. History since 1865 (3)

### Political Science

POSC 104 - American Government (3)

### Psychology

PSYC 101 - General Psychology (3)

PSYC 202 - Social Psychology (3)

### Sociology

SOCY 101 - Introduction to Sociology (3)

‡ SOCY 102 - Social Problems (3)

‡ Course satisfies Cultural Competence Requirement

Δ COMM 111 can be taken to satisfy either the General Education requirement in Arts or in Communication, but not both.

\* ENGL 102 can be taken to satisfy either the General Education requirement in Communication or in Humanities, but not both.

## Cultural Competence Requirement

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

ANTH 101 - Introduction to Anthropology (3)

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)

COMM 102 - Interpersonal Communication (3)

COMM 105 - Small Group Communication (3)

ECON 200 - Principles of Macroeconomics (3)

GEOG 102 - Cultural Geography (3)

HIST 121 - World History I (3)

HIST 122 - World History II (3)

HUMN 210 - The Language of Hip Hop (3)

MUSC 201 - Music Cultures of the World (3)

SOCY 102 - Social Problems (3)

SPAN 201 - Intermediate Spanish I (3)

SPAN 202 - Intermediate Spanish II (3)



## COURSE FORMATS

FCC offers a variety of course formats to meet the individual needs of students, including:

### **In-Person**

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

### **Online** **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 complete work on their own time and will meet all expected deadlines and expectations outlined by the professor.

### **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.

### **Structured Remote** **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 in the syllabus.
- Students are required to attend real-time virtual sessions.

### **Hybrid** **HYB**

The course will meet in person and require online participation as noted in the syllabus.

- Online participation may mean real-time virtual participation (SR) or asynchronous participation (ONL).
- Students are expected to participate in all in-person sessions and real-time virtual sessions. Students will meet all expected deadlines and expectations outlined by the professor.

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

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.

Please reach out to your advisor for help or contact [advising@frederick.edu](mailto:advising@frederick.edu) with questions.

# CREDIT OFFERINGS | SUMMER 2025

## ACCE: Academic and Career Engagement

ACCE 101 - College Success Tools (1)	
ACCE 107 - Choosing a Major or Career (1)	\$

## ACCT: Accounting

ACCT 100 - Business Accounting (3)	\$
ACCT 101 - Principles of Accounting I (3)	\$
ACCT 102 - Principles of Accounting II (3)	\$

## ANTH: Anthropology

ANTH 101 - Introduction to Anthropology (3)	🍏 🔍 \$
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## ARTT: Art

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 107 - Drawing II (3)	
ARTT 113 - Pottery I (3)	🍏
ARTT 114 - Pottery II (3)	
ARTT 119 - Pottery: The Wood Kiln (3)	

## ASLS: American Sign Language Studies

ASLS 121 - American Sign Language I (3)	🍏
ASLS 230 - Deaf Culture and Oppression (3)	
ASLS 250 - ASL Immersion Experience (1)	+

## BIOT: Biotechnology

BIOT 101 - Biotechnology and Society (3)	🍏
BIOT 130 - Forensic Biology (4)	🍏

## BMGT: Business Studies

BMGT 103 - Introduction to Business (3)	
BMGT 120 - Business Communications (3)	\$

## BSCI: Biological Science

BSCI 55 - Preparation for Allied Health (0) [3]	
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 201 - Anatomy and Physiology I (4)	🍏
BSCI 202 - Anatomy and Physiology II (4)	🍏
BSCI 223 - Microbiology for Allied Health (4)	🍏

## CHEM: Chemistry

CHEM 100 - Chemistry and Society (4)	🍏
CHEM 101 - General Chemistry I (4)	🍏
CHEM 102 - General Chemistry II (4)	🍏
CHEM 201 - Organic Chemistry I (4)	

## CMIS: Computer and Information Sciences

CMIS 101 - Information Systems and Technology (3)	🍏 \$
CMIS 179 - Cybersecurity Fundamentals (3)	\$

## CMSC: Computer Science

CMSC 105 - Introduction to Programming with Python (3)	\$
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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](https://frederick.edu/realtimeschedule)



**General Education Courses:** This symbol indicates a general education course. A full list of general education offerings for summer 2025 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 2025 is located on page 17.

## 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)	
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## ECON: Economics

ECON 200 - Principles of Macroeconomics (3)	🍏 🔍 💰
ECON 202 - Principles of Microeconomics (3)	🍏 💰

## EDPS: Educational Psychology

EDPS 210 - Human Growth and Development (3)	🍏
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## 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 203 - American Literature Pre-Colonial through Civil War Periods (3)	🍏
ENGL 226 - Film as Literature (3)	🍏 💰

## ESOL: English for Speakers of Other Languages

ESOL LA - Language Acquisition (0) [3]	
ESOL 80 - Preparation for English for Academic Purposes (0) [6]	
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)	🍏
FREN 102 - Introductory French II (3)	🍏

## GEOG: Geography

GEOG 102 - Cultural Geography (3)	🍏 🔍
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## GRPH: Graphic Design

GRPH 111 - Graphic Design I (3)	
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## HCTI: Hospitality Culinary Tourism Institute

HCTI 265 - HCTI Practicum (1)	
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## HIST: History

HIST 121 - World History I (3)	🍏 🔍
HIST 122 - World History II (3)	🍏 🔍
HIST 201 - We the People: U.S. History to 1865 (3)	🍏 💰
HIST 202 - Let Freedom Ring: U.S. History since 1865 (3)	🍏 💰

## HLTH: Health Education

HLTH 150 - Health Education (3)	🍏
HLTH 160 - Stress Management (3)	🍏
HLTH 165 - Fitness for Living (3)	🍏

## HUMN: Humanities

HUMN 210 - The Language of Hip Hop (3)	🍏 🔍
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**No/Low Cost Textbooks:** At FCC, this symbol indicates courses in which some or all sections utilize textbooks that are available for less than \$40 and/or free Open Educational Resources. Please check the current schedule on the web for specific sections with the No/Low Cost Textbooks notation and additional information. These sections require regular access to the Internet as most of the resources are in a digital format. Note that certain no/low cost textbook courses (e.g., science labs, art studio classes) have textbooks available for less than \$40 but may require purchase of additional course materials and supplies.



**Courses with Additional Fees:** This symbol indicates a course with additional fees. For fee amounts and full details, review the notes in the online, real-time schedule.

## HUMS: Human Services

HUMS 103 - Introduction to Social Work and the Human Services (4)

## INTR: Internship

INTR 101 - Internship (1)

INTR 102 - Internship (2)

INTR 103 - Internship (3)

## LGST: Legal Studies

LGST 210 - Estates and Probate (3)

LGST 230 - Real Estate (3)

## MATH: Mathematics

MATH A - Instruction with Algebra (0) [2]

MATH 50 - Preparation for College Mathematics (0) [2]

MATH 101 - Foundations of Mathematics (3) 🍏

MATH 101A - Foundations of Mathematics (3) 🍏

MATH 120 - Statistics (3) 🍏

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) 🍏

MATH 220 - Introduction to MATLAB (1) 🍏

MATH 275 - Differential Equations (3) 🍏

## MEDA: Medical Assisting

MEDA 108 - Basic Medical Terminology (1)

MEDA 109 - Medical Terminology (3)

MEDA 116 - Medical Laboratory Practicum (1)

MEDA 120 - Pharmacology for Medical Office Practice (3)

MEDA 122 - Foundations of Medical Assisting II (3)

MEDA 204 - Medical Assisting Practicum (3)

MEDA 218 - Health Insurance Billing and Reimbursement (3)

## MUSC: Music

MUSC 103 - Fundamentals of Music (3) 🍏

MUSC 109 - American Popular Music (3) 🍏

MUSC 201 - Music Cultures of the World (3) 🍏 🔍

MUSC 251 - Class Piano III (1)

MUSC 252 - Class Piano IV (1)

## NURS: Nursing

NURS 50 - Preparation for Nursing (0) [1]

## NUTR: Nutrition

NUTR 102 - Nutrition in a Changing World (3) 🍏

## PHED: Physical Education

PHED 115 - Weight Training (1)

PHED 185 - Yoga Practice and Fundamentals (3)

## PHIL: Philosophy

PHIL 101 - Introduction to Philosophy (3) 🍏

PHIL 105 - Ethics (3) 🍏

PHIL 208 - Business Ethics (3) 🍏



### 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](https://frederick.edu/realtimeschedule)



**General Education Courses:** This symbol indicates a general education course. A full list of general education offerings for summer 2025 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 2025 is located on page 17.

## PHSC: Physical Science

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PHSC 104 - Survey of Oceanography (3)	🍏	💰
PHSC 117 - Introduction to Astronomy (4)	🍏	💰

## PHYS: Physics

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PHYS 151 - General Physics I (4)	🍏	💰
PHYS 252 - General Physics II (4)	🍏	💰

## POSC: Political Science

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POSC 104 - American Government (3)	🍏
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## PSYC: Psychology

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PSYC 101 - General Psychology (3)	🍏	💰
PSYC 201 - Developmental Psychology (3)		💰
PSYC 202 - Social Psychology (3)	🍏	
PSYC 206 - Abnormal Psychology (3)		💰

## PTHA: Physical Therapist Assistant

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PTHA 125 - Therapeutic Exercise (3)
PTHA 180 - Clinical Experience I (3)

## RESP: Respiratory Care

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RESP 110 - Clinical Practicum II (2)
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## SOCY: Sociology

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SOCY 101 - Introduction to Sociology (3)	🍏
SOCY 102 - Social Problems (3)	🍏 🔍

## SPAN: World Languages: Spanish

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SPAN 101 - Introductory Spanish I (3)	🍏
SPAN 102 - Introductory Spanish II (3)	🍏
SPAN 201 - Intermediate Spanish I (3)	🍏 🔍
SPAN 202 - Intermediate Spanish II (3)	🍏 🔍

## SURG: Surgical Technology

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SURG 135 - Fundamentals of Surgical Technology II (5)
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**No/Low Cost Textbooks:** At FCC, this symbol indicates courses in which some or all sections utilize textbooks that are available for less than \$40 and/or free Open Educational Resources. Please check the current schedule on the web for specific sections with the No/Low Cost Textbooks notation and additional information. These sections require regular access to the Internet as most of the resources are in a digital format. Note that certain no/low cost textbook courses (e.g., science labs, art studio classes) have textbooks available for less than \$40 but may require purchase of additional course materials and supplies.



**Courses with Additional Fees:** This symbol indicates a course with additional fees. For fee amounts and full details, review the notes in the online, real-time schedule.





## ONLINE, STRUCTURED REMOTE, WEB ENHANCED & HYBRID COURSES

Please read the following requirements before registering for an online, structured remote, web enhanced, 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.

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

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

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

### Access to Blackboard: <http://frederick.blackboard.com>

User name Wxxxxxxx (where xxxxxx 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](http://frederick.blackboard.com). Students are expected to be able to access Blackboard via the internet using personal, public, or appropriate college-available computers. Blackboard access is also required to complete course evaluations.

### Textbooks

Purchase course materials from the FCC Bookstore in person or online at [bookstore.frederick.edu](http://bookstore.frederick.edu). Use your FCC student ID number to find the right materials. Different course sections may require different materials.

### Email Advising: [emailadvising@frederick.edu](mailto: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.

**Handshake**



Frederick Community College

# The #1 way college students find jobs

Join today and get recruited by the top employers for full-time and part-time jobs and internships.

Learn More:

[frederick.edu/handshake](http://frederick.edu/handshake)



# 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.



For information on hours of operation, accessible routes, directions, parking, and transportation visit [frederick.edu/maps](https://frederick.edu/maps)

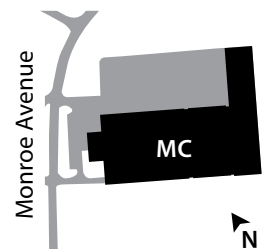
## Main Campus

7932 Opossumtown Pike  
Frederick, MD 21702

- 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
- K Mercer-Akre Kiln
- L Linganore Hall
- M The Carl & Norma Miller Children's Center
- P Plant Operations
- S Sweadner Hall
- 1 FCPS Career & Technology Center
- 2 Parking Deck
- 3 Outdoor Classroom 1
- 4 Outdoor Classroom 2
- 5 Bus Stop
-  Parking Lot

## The Monroe Center (MC)

200 Monroe Ave  
Frederick, MD 21701



↑ To Additional Athletic Fields



# LOG IN TO Navigate360

to know what's ahead this semester



Explore majors  
and careers



Sync your class  
schedule with your  
phone calendar



Schedule advising  
appointments  
right away



Make your own  
to-do list and set  
reminders



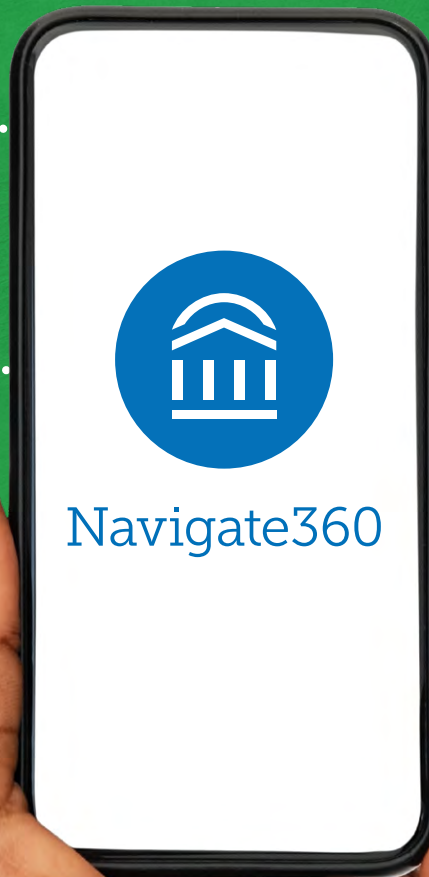
Discover campus  
resources including  
directions to  
key offices



Plan your upcoming  
academic terms



Get reminders  
and alerts about  
important deadlines



Get the app:



# STEPS TO enroll

- 1 Explore Options and Receive a Student ID #**  
**Admissions & Enrollment Services**  
 Jefferson Hall, J-101  
 301.624.2716 • admissions@frederick.edu  
 frederick.edu/admissions
- 2 Seek Financial Support**  
**Financial Aid**  
 Jefferson Hall, J-336  
 301.846.2620 • financialaid@frederick.edu  
 frederick.edu/finaid
- 3 Check Prerequisites, Take Placement Tests, and Send Transcripts**  
**Testing Center**  
 Linganore Hall, L-204  
 301.846.2522 • testingcenter@frederick.edu  
 frederick.edu/testing  
**Placement Test Exemptions**  
 Upload your unofficial transcript to your admissions application portal or send to transferevaluation@frederick.edu. To transfer courses and credits to FCC follow directions at frederick.edu/admissions/incoming-transfer
- 4 Complete New Student Orientation and See Advisor**  
**Career and Academic Planning Services**  
 Jefferson Hall, J-200  
 301.846.2471 • CAPS@frederick.edu  
 frederick.edu/caps (Advising)  
 frederick.edu/orientation (Orientation Information)
- 5 Register for Classes**  
**Registration & Records**  
 Jefferson Hall, J-115  
 301.846.2431 • registration@frederick.edu  
 frederick.edu/registration
- 6 Complete Payment**  
**Student Accounts**  
 Jefferson Hall, J-302  
 301.846.2456 • studentaccounts@frederick.edu  
 frederick.edu/studentaccounts

## PASOS PARA *inscribirse*

- 1 Explora las Opciones y Reciba un Número de Identificación Estudiantil**  
**Admisiones & Servicios de Inscripción**  
 Jefferson Hall, J-101  
 301.624.2716 • admissions@frederick.edu  
 frederick.edu/admissions
- 2 Solicita Ayuda Financiera**  
**Oficina de Ayuda Financiera**  
 Jefferson Hall, J-336  
 301.846.2620 • financialaid@frederick.edu  
 frederick.edu/finaid
- 3 Verifica los Prerrequisitos de las Clases, Completa los Exámenes de Nivelación y Envía el Historial Académico**  
**Centro de Evaluación**  
 Linganore Hall, L-204  
 301.846.2522 • testingcenter@frederick.edu  
 frederick.edu/testing  
**Exenciones de la prueba de nivel**  
 Sube tu expediente académico no oficial a tus admisiones portal de solicitud o envíalo a transferevaluación@frederick.edu. Para transferir cursos y créditos a FCC, siga las instrucciones en frederick.edu/admissions/incoming-transfer
- 4 Completa la Orientación para Estudiantes Nuevos y Visita Consejería Académica**  
**Oficina de Servicios de Carrera**  
 Jefferson Hall, J-200  
 301.846.2471 • CAPS@frederick.edu  
 frederick.edu/caps (Asesoramiento)  
 frederick.edu/orientation (Información de orientación)
- 5 Regístrate en Clases**  
**Servicios de Inscripción & Historial Académico**  
 Jefferson Hall, J-115  
 301.846.2431 • registration@frederick.edu  
 frederick.edu/registration
- 6 Completa el Pago**  
**Oficina de Pagos**  
 Jefferson Hall, J-302  
 301.846.2456 • studentaccounts@frederick.edu  
 frederick.edu/studentaccounts

APPLY IN 10 MINUTES

frederick.edu/apply

