

- 1 Complete the Open Campus Dual Enrollment Packet provided by your Frederick County Public School and submit all forms to your counselor.
- 2 Apply to Frederick Community College (FCC) at frederick.edu/apply.
- 3 Determine the need for placement testing after receiving your FCC student identification number:
 - If exempt from placement testing, submit proof of the exemption to FCC (SAT, ACT, MCAP, 3.0 GPA after junior year, etc.); or
 - If not exempt, sit for the ACCUPLACER to determine college readiness.
- **Email** an FCC advisor at emailadvising@frederick.edu to:
 - Discuss academic goals, college expectations, and study time;
 - Recommend course(s) and course enrollment:
 - Review course dates and deadlines and campus resources;
 - · Overview Student Portal: PeopleSoft, Blackboard, and FCC email; and
 - Discuss any follow-up appointments.
- (5) Register for classes at the FCC Enrollment Center or online through PeopleSoft.
- 6 Submit a copy of the Application for Dual Enrollment to FCC Student Accounts (StudentAccounts@frederick.edu) to receive the dual enrollment tuition discount.
- **Pay for your course(s)** by the appropriate payment deadline (Drop Zone) to avoid being dropped from your courses.

frederick.edu/DE • 301.624.2893 • dualenrollment@frederick.edu

Admissions: Jefferson Hall, Second Floor • 301.624.2716 • admissions@frederick.edu

Testing Center: Linganore Hall, First Floor (L-104) • 301.846.2522 • testingcenter@frederick.edu **Counseling & Advising:** Jefferson Hall, Second Floor • 301.846.2471 • advising@frederick.edu **Registration & Records:** Jefferson Hall, First Floor • 301.846.2431 • registration@frederick.edu **Student Accounts:** Jefferson Hall, First Floor • 301.846.2456 • studentaccounts@frederick.edu

Frederick Community College prohibits discrimination against any person on the basis of age, ancestry, citizenship status, color, creed, ethnicity, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, sex, sexual orientation, or veteran status in its activities, admissions, educational programs, and employment. Frederick Community College makes every effort to accommodate individuals with disabilities for College-sponsored events and programs. If you have accommodation needs, please call 310.1846.2408. To request a sign language interpreter, please call 240.6297.819 or 301.846.2408. Voice) or email Interpreting/effederick edu. Sign language interpreters will not be automatically provided for College-sponsored events without a request for services. To guarantee accommodations, requests must be made at least five workdays in advance of as cheduled event. If your request at least two weeks in advance. Requests made less than two weeks in advance may not be able to be provided.

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