

Dual Enrollment: Open Campus Enrollment Checklist



- 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.
- 4 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.
- 7 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