



# Frederick Community College

# Enrollment Checklist

**Congratulations!** You are on your way towards enrolling in Frederick Community College. Please use this checklist as you go through the process. All of these steps and more information can be found at [www.frederick.edu](http://www.frederick.edu).

If at any time you have questions or need assistance, please contact Admissions at 301.624.2716. If you require accommodations for a documented disability, please contact Disability Services at 301.846.2408.

## 1. Welcome to Frederick Community College

Your FCC student ID number is \_\_\_\_\_

If you have questions, e-mail the Admissions Office at [admissions@frederick.edu](mailto:admissions@frederick.edu).

## 2. Complete your records

- Send official transcripts, military transcripts and high school transcripts, SAT and ACT scores as well as any CLEP, IB or AP scores to the Welcome Center at least 4 weeks prior to your academic advising session to allow sufficient time for evaluation.
- "Visiting Student" –(a student who is enrolled at another higher education institution who is taking courses at FCC to transfer back to their home institution. [www.frederick.edu/credit-admissions/visiting-students](http://www.frederick.edu/credit-admissions/visiting-students))

## 3. Apply for Financial Assistance

- Complete the Free Application for Federal Student Aid (FAFSA) to apply for federal, state, and institutional grants, work study, and student loans at [www.fafsa.gov](http://www.fafsa.gov). In order to be eligible for Maryland State Funding options, you must complete the FAFSA prior to March 1 every year. Allow at least 4-6 weeks for processing. After March 1 you can still apply, but you will miss out on Maryland State Funding options. **FCC's school code** when filling out the FAFSA is **002071**.
- Students can apply for scholarships for Fall semester- April 1- June 30 and Spring semester- November 1- December 31. More information is available at [www.frederick.edu/scholarships](http://www.frederick.edu/scholarships). Deadlines for scholarships are typically in June & December.

## 4. Complete Placement Testing

- There is no cost to take the Accuplacer tests. You may be exempt from one or more tests based on your recent ACT scores, SAT scores, PARCC, AP scores or other college readiness scores/measures. Please bring a copy of your transcripts (official or unofficial) and/or a copy of recent ACT, SAT, AP, IB, Accuplacer scores, or other college readiness scores/measures with you to determine if you are exempted from placement testing.

*You do not have to make an appointment to test, and tests are untimed. Be sure to arrive at least 2 hours prior to close to ensure that your scores are accurate. Visit [www.frederick.edu/testingcenter](http://www.frederick.edu/testingcenter) for hours, study guides, exemption information, and frequently asked questions. If you need to request any accommodations for placement testing, please contact the Services for Students with Disabilities office in advance at 301.846.2408.*

*Please note new temporary locations for offices while undergoing renovation for J Building/Enrollment Services Building. The new building is scheduled to reopen in January 2019.*

Student Center  
**Admissions • H-106-D**  
301.624.2716 • [admissions@frederick.edu](mailto:admissions@frederick.edu)

Student Center  
**Welcome Center • H-106**  
301.846.2431 • [registration@frederick.edu](mailto:registration@frederick.edu)  
[www.frederick.edu/credit-admissions/incoming-transfer-students](http://www.frederick.edu/credit-admissions/incoming-transfer-students)

Student Center  
**Financial Aid • H-106**  
301.846.2620 • [financialaid@frederick.edu](mailto:financialaid@frederick.edu)

Linganore Hall  
**Testing Center • L-104**  
301.846.2522 • [testingcenter@frederick.edu](mailto:testingcenter@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 or questions, please call 301.846.2408. To request a sign language interpreter, please visit <http://fcc-interpreting.genbook.com>. If you have interpreting related questions, 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. To guarantee accommodations, requests must be made at least five workdays in advance of a scheduled event.

## 5. Meet with an Academic Advisor

- ❑ Dual Enrollment/Transfer students should submit official college transcripts from all previous institutions to the Welcome Center/Registration & Records for official transfer credit evaluation – prior to meeting with an academic advisor.

Walk in advising is available in the Counseling & Advising Office. You can also send a message to emailadvising (via your myFCC email account). Bring any documents that might be helpful (unofficial transcripts, test results, ACT/SAT scores). Always bring your photo ID for service. For more information about Academic Planning and Advising, [www.frederick.edu/student-resources/counseling-advising](http://www.frederick.edu/student-resources/counseling-advising)

*We have specialty advisors available for veterans, and dependents using veterans benefits, individuals with a disability, multicultural, and single parents/displaced homemakers. Please make an appointment with one of these specialists for assistance.*

## 6. Activate your PeopleSoft, myFCC, and Blackboard Login

- ❑ To access your accounts, go to [myfcc.frederick.edu](http://myfcc.frederick.edu).

**Login Info:** Students will log into PeopleSoft, myFCC, and Blackboard with a single user ID and a password. Your User ID is the letter W+your student ID (Ex. W1234567). Before you can access your email, PeopleSoft, or Blackboard, you will need to set up your account password. Please visit [password.frederick.edu](http://password.frederick.edu), click on 'Set Password' and answer the security questions to set up your new password.

- ❑ Sign up for FCC alert [www.frederick.edu/current-students/fccalert](http://www.frederick.edu/current-students/fccalert)

## 7. Register for Classes

- ❑ Log-in to PeopleSoft and go to the student center to register for classes.

- ❑ Schedules are available at [www.frederick.edu/schedules](http://www.frederick.edu/schedules).

## 8. Complete the Payment Process

- ❑ There are 3 options for payment to avoid the Drop Zone:

- 1) **Pay in full** online through PeopleSoft visit [www.frederick.edu](http://www.frederick.edu) or in person at the Student Accounts Office located in Jefferson Hall. Partial payments will NOT save your seat!
- 2) **Sign up for a deferred payment plan** through PeopleSoft. This will divide your tuition bill into monthly payments automatically using a credit card, checking or savings account.
- 3) **Financial Aid** must exceed tuition and fees and be awarded on your PeopleSoft account prior to the Drop Zone date to save your seat. Sign up for the Pending Aid Payment Plan through PeopleSoft while your financial aid is being processed.

Check the class schedule for the next Drop Zone Payment due date. If enrolling in classes after the term starts payment is due the day prior to each session start date. For a complete list of payment due dates visit [www.frederick.edu/studentaccounts](http://www.frederick.edu/studentaccounts)

- ❑ Most refunds are processed by our partners BankMobile. New students will receive a refund selection kit by mail, watch for the green envelope. Once you receive it visit [refundselection.com](http://refundselection.com) and follow the steps. You have the choice to have refunds deposited directly into an existing bank account or open a BankMobile Vibe account. For more information visit the Student Accounts office located in Jefferson Hall.

## 9. Purchase or Rent Books & Get Supplies

- ❑ Bring your printed schedule to the FCC Bookstore in the Student Center Building to buy your books and supplies or order your books online by going to <http://bookstore.frederick.edu>

*Financial aid can be used to purchase books in the FCC bookstore if the amount of funds awarded is higher than tuition and fee charges.*

## 10. Connect with Student Engagement Office

- ❑ All Recent HS grads are expected to participate in the New Student and Parent Convocation. This free program will be added to your student schedule and will appear as (CONV).
- ❑ Stop in the Center for Student Engagement (H101) to learn how you can be involved in Student Clubs, and leadership programs.
- ❑ Check your email account for weekly NewsBlast listings and attend "Success Events."

## 11. Attend Classes and Be Successful!

- ❑ In order to receive your official FCC Student ID, bring a photo ID to the Welcome Center. The card gives you access to the library, computer labs, and other services on campus.
- ❑ Review your schedule, note your teacher's name and location of class.
- ❑ Identify campus resources available to help you succeed (i.e. tutors, study skills, mentors).

Linganore Hall

**Counseling & Advising • L-106-F**

301.846.2471 • [emailadvising@frederick.edu](mailto:emailadvising@frederick.edu)

Student Center

**Multicultural Student Services • H-103**

301.624.2894

Annapolis Hall

**Adult Services • A-103**

301.846.2483

**Services for Students with Disabilities • A-106**

301.846.2408

**Veteran Services • A-109**

301.624.2836

Gambrill Hall

**IT Service Desk • G-122**

[www.frederick.edu/studentsupport](http://www.frederick.edu/studentsupport)

301.846.2509

Student Center

**Welcome Center • H-106**

301.846.2431 • [registration@frederick.edu](mailto:registration@frederick.edu)

Student Center

**Student Accounts • H-105**

301.846.2456

[studentaccounts@frederick.edu](mailto:studentaccounts@frederick.edu)

Student Center

**FCC Bookstore • H-117**

301.846.2463 • [bookstore@frederick.edu](mailto:bookstore@frederick.edu)

Student Center

**Student Engagement • H-101**

301.846.2488

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