



Frederick Community College

Enrollment Checklist

Emergency Management/FEMA students

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.

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.

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.

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. 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 Scholarships November 1 – December 31. More information is available at www.frederick.edu/scholarships. Deadlines for scholarships are typically in June & December.

Federal Financial aid is available for students enrolled in the A.A.S. Emergency Management Degree for required courses taken at FCC.

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 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.

For FEMA Students only, if you are completing FCC program online you may take the Accuplacer at a local college near you and have your scores transmitted directly to the FCC Testing Center.

Student Center
Admissions • H-106-D
301.624.2716 • admissions@frederick.edu

Student Center
Welcome Center • H-106
301.846.2431 • registration@frederick.edu
www.frederick.edu/credit-admissions/incoming-transfer-students

Student Center
Financial Aid • H-106
301.846.2620 • financialaid@frederick.edu

Lingamore Hall
Testing Center • L-104
301.846.2522 • testingcenter@frederick.edu

5. Meet with an Academic Advisor

- An Academic Advisor will assist you in developing an educational plan, reviewing your general education & program requirements, selecting courses for registration, and understanding the pathway to your academic goal. Walk in advising is available in the Counseling & Advising Office. Bring any documents that might be helpful (unofficial transcripts, test results, ACT/SAT scores). Always bring your photo ID for service. www.frederick.edu/advising

If you are pursuing a program in Emergency Management please send an e-mail to emergmtg@frederick.edu to schedule your advising appointment.

We have specialty advisors available for veterans, and dependents using veteran 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.

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, click on 'Set Password' and answer the security questions to setup your new password.

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.

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 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
- 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 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>

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 • advising@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

301.846.2509

Student Center

Welcome Center • H-106

301.846.2431 • registration@frederick.edu

Student Center

Student Accounts • H-105

301.846.2456

studentaccounts@frederick.edu

Student Center

FCC Bookstore • H-117

301.846.2463 • bookstore@frederick.edu

Student Center

Student Engagement • H-101

301.846.2488

www.frederick.edu