

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

### 1. Welcome to Frederick Community College

- Your Student ID number is \_\_\_\_\_
- If at any time you have questions or need assistance, please contact Admissions. If you require accommodations for a documented disability, please contact the Services for Students with Disabilities office at 301.846.2408.

#### Admissions:

301.624.2716  
admissions@frederick.edu  
Jefferson Hall, Second Floor  
[frederick.edu/admission](https://frederick.edu/admission)

### 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 Registration & Records at least four weeks prior to your academic advising session to allow sufficient time for evaluation.

#### Registration & Records:

301.846.2431  
registration@frederick.edu  
Jefferson Hall, First Floor

### 3. Apply for Financial Assistance

- Complete the Free Application for Federal Student Aid (FAFSA) at [fafsa.gov](https://fafsa.gov) to apply for federal, state, and institutional grants, work study, and student loans. Our FAFSA school code is **002071**. Complete the FAFSA prior to March 1 each year to be eligible for Maryland state funding options. Allow at least 4-6 weeks for processing.
- Students can apply for fall semester scholarships from April 1- June 30, and spring semester scholarships from November 1- December 31. More information on scholarships and important deadlines is available at [frederick.edu/scholarships](https://frederick.edu/scholarships).

#### Financial Aid:

301.846.2620  
financialaid@frederick.edu  
Jefferson Hall, Third Floor  
[frederick.edu/cost-financial-aid](https://frederick.edu/cost-financial-aid)

### 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 photo ID; 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 [frederick.edu/testing-center](https://frederick.edu/testing-center) 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.
- FEMA students completing the online program may take the ACCUPLACER at a local college and have their scores transmitted directly to the FCC Testing Center.

#### Testing Center:

301.846.2522  
Linganore Hall, First Floor (L-104)  
[frederick.edu/testing-center](https://frederick.edu/testing-center)

### 5. Meet with an Advisor

- Academic Advising is available by appointment only in Counseling & Advising. Bring a photo ID and any documents that might be helpful (unofficial transcripts, test results, ACT/SAT scores). Your advisor will assist you in developing an educational plan, reviewing your program requirements, and selecting courses.
- If you are pursuing an Emergency Management program, please send an email to [emergmgt@frederick.edu](mailto:emergmgt@frederick.edu) to schedule your advising appointment.
- Meet with Career Services to explore majors and career options.
- Specialty advisors are available for veterans and military members and their dependents, individuals with a disability, multicultural students, and single parents/displaced homemakers. Please make an appointment for assistance. Office of Adult Services: 301.846.2483 | Multicultural Student Services: 301.624.2894  
Services for Students with Disabilities: 301.846.2408 | Veteran and Military Services: 301.624.2836

#### Counseling & Advising:

301.846.2471  
emailadvising@frederick.edu  
Jefferson Hall, Second Floor  
[frederick.edu/advising](https://frederick.edu/advising)

#### Career Services:

301.624.2795  
careercenter@frederick.edu  
Jefferson Hall, Second Floor  
[frederick.edu/careers](https://frederick.edu/careers)

## 6. Activate Your Accounts

- Visit [myfcc.frederick.edu](http://myfcc.frederick.edu) to access your accounts. Students log in to PeopleSoft, myFCC, and Blackboard with a single user ID and a password.
- Your User ID is the letter W+your student ID (Ex. W1234567).
- Choose a password and activate your email account at [myfcc.frederick.edu](http://myfcc.frederick.edu). Click "Reset Password" and follow the on-screen instructions using a wifi-connected device. Public access computer workstations are available in the Learning Commons, Linganore Hall second floor.
- Sign up for FCC Alert at [frederick.edu/alert](http://frederick.edu/alert) to receive information about campus emergencies and weather related closings.

### IT Service Desk:

301.846.2509  
Gambrell Hall, First Floor (G-122)  
[frederick.edu/studentssupport](http://frederick.edu/studentssupport)

## 7. Register for Classes

- Log-in to PeopleSoft and go to the student center to register for classes. Schedules are available at [frederick.edu/schedules](http://frederick.edu/schedules)

### Registration & Records:

301.846.2431  
registration@frederick.edu  
Jefferson Hall, First Floor

## 8. Complete the Payment Process

- FCC offers three payment options:
  - Pay in full** online through PeopleSoft ([frederick.edu](http://frederick.edu)) or in person at Student Accounts. Partial payments will not save your seat.
  - 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.
  - Financial Aid** must exceed tuition and fees and be awarded on your PeopleSoft account prior to the payment deadline to save your seat. Sign up for the Pending Aid Payment Plan through PeopleSoft while your financial aid is being processed.
- Visit [frederick.edu/studentaccounts](http://frederick.edu/studentaccounts) for a complete list of payment due dates.
- Most refunds are processed by BankMobile. New students will receive a refund selection kit by mail (watch for the green envelope).

### Student Accounts:

301.846.2456  
studentaccounts@frederick.edu  
Jefferson Hall, First Floor  
[frederick.edu/studentaccounts](http://frederick.edu/studentaccounts)

## 9. Purchase or Rent Books

- Bring your printed schedule to the FCC Bookstore to buy your books, or order your books online at [bookstore.frederick.edu](http://bookstore.frederick.edu). Financial aid can be used to purchase books in the FCC Bookstore if the amount of funds awarded is greater than tuition and fee charges.

### FCC Bookstore:

301.846.2463  
bookstore@frederick.edu  
Student Center, First Floor (H-117)  
[bookstore.frederick.edu](http://bookstore.frederick.edu)

## 10. Connect with the Center for Student Engagement

- All recent high school graduates 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 to learn how you can be involved in student clubs and leadership programs.

### Center for Student Engagement:

301.846.2488  
Student Center, First Floor (H-101)

## 11. Attend Class

- Bring a photo ID to Registration & Records to receive your official FCC Student ID. Your student ID allows you to access 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).

### Registration & Records:

301.846.2431  
registration@frederick.edu  
Jefferson Hall, First Floor