

# PROGRAMS OF STUDY

## Arts & Humanities

### American Sign Language

Certificate  
Jerri Seremeth • jseremeth@frederick.edu

### American Sign Language Interpreter Preparatory Program

Degree • Certificate  
Leslie Puzio • lpuzio@frederick.edu

### Art

Degree (Area of Concentration)  
Wendell Poindexter • wpoindexter@frederick.edu

### Arts & Humanities

Degree  
Dr. Kathy Brooks • kbrooks@frederick.edu

### Audio Production

Degree (Area of Concentration) • Certificate  
Todd Campbell • tocampbell@frederick.edu

### Communication

Degree (Area of Concentration)  
Dr. Kathy Brooks • kbrooks@frederick.edu

### English

Degree (Area of Concentration)  
Dr. Anne Hofmann • ahofmann@frederick.edu

### Film & Video Production

Degree (Area of Concentration) • Certificate  
Jason Santelli • jsantelli@frederick.edu

### Graphic Design

Degree • Certificate  
Diane Xu • dxu@frederick.edu

### Mass Communication

Degree (Area of Concentration)  
Dr. Kathy Brooks • kbrooks@frederick.edu

### Music

Degree (Area of Concentration)  
Dr. Mike Gersten • mgersten@frederick.edu

### Theatre

Degree (Area of Concentration)  
Tad Janes • tjanes@frederick.edu

## Business

### Accounting

Degree • Certificate • Letter of Recognition  
Dr. Karen Wilson • kawilson@frederick.edu  
Continuing Education & Workforce Development  
cebusiness@frederick.edu

### Business Administration

Degree  
Susan McMaster • smcmaster@frederick.edu

### Business Management

Degree • Certificate • Letter of Recognition  
Susan McMaster • smcmaster@frederick.edu  
Continuing Education & Workforce Development  
cebusiness@frederick.edu

### Entrepreneurship & Small Business Start-Up Certificate

Susan McMaster • smcmaster@frederick.edu  
Continuing Education & Workforce Development  
cebusiness@frederick.edu

### Paralegal

Degree • Certificate • Letter of Recognition  
Dr. Tracy Parker • tparker@frederick.edu

### Project Management

Certificate  
Susan McMaster • smcmaster@frederick.edu  
Continuing Education & Workforce Development  
cebusiness@frederick.edu

## Community Education

### Institute for Learning in Retirement

Kelli Ackiewicz • ilr@frederick.edu

### Lifelong Learning

Kelli Ackiewicz • lifelonglearning@frederick.edu

### Youth Programs & Community Education

Kimberly Clarke • youthprograms@frederick.edu

## Education & Child Care

### Early Childhood Development & Child Care

Degree • Certificate • Letter of Recognition  
Delaine Welch • dwelch@frederick.edu

### Education (Associate of Arts in Teaching)

Degree  
Dr. Julie Horton • jhorton@frederick.edu

### Education

Degree (Area of Concentration)  
Dr. Julie Horton • jhorton@frederick.edu

### Child Care Career Prep

Continuing Education & Workforce Development  
cebusiness@frederick.edu

## General Studies

### Arts & Humanities

Degree  
Dr. Kathy Brooks • kbrooks@frederick.edu

### General Studies

Degree  
Academic Advisors • emailadvising@frederick.edu

### Social Sciences

Degree  
Corwin Parker • cparker@frederick.edu

### STEM: Science, Technology, Engineering, and Math

Degree  
Patricia Sheppard • psheppard@frederick.edu

### STEM Technology

Degree  
Patricia Sheppard • psheppard@frederick.edu

## Healthcare

### Certified Nursing Assistant

Continuing Education & Workforce Development  
Evelyne Crooks • ecrooks@frederick.edu

### Dental Assisting & Dental Radiography

Continuing Education & Workforce Development  
Kelanie Yordy • kyordy@frederick.edu

### Health & Exercise Sciences

Degree • Certificate • Letter of Recognition  
Noah Gibson • ngibson@frederick.edu

### Medical Billing/Coding

Continuing Education & Workforce Development  
Kelanie Yordy • kyordy@frederick.edu

### Medical Assistant

Degree • Certificate • Letter of Recognition  
Michele Tertel • mtertel@frederick.edu

### Nursing

Degree  
Dr. Kyla Newbould • knewbould@frederick.edu

### Patient Care Technician

Continuing Education & Workforce Development  
Evelyne Crooks • ecrooks@frederick.edu

### Phlebotomy Technician

Continuing Education & Workforce Development  
Evelyne Crooks • ecrooks@frederick.edu

### Physical Therapist Assistant

Degree  
Amelia Iams • aiams@frederick.edu

### Pre-Health Professions

Degree (Area of Concentration)  
Abby Sines • asines@frederick.edu  
Jennifer McAninley • jmcaninley@frederick.edu

### Rehab Aide

Continuing Education & Workforce Development  
Kelanie Yordy • kyordy@frederick.edu

### Respiratory Care

Degree  
Lanette Shockey • lshockey@frederick.edu

### Sterile Processing Technician

Continuing Education & Workforce Development  
Kelanie Yordy • kyordy@frederick.edu

### Surgical Technology

Degree • Certificate  
Crystal Shea • cshea@frederick.edu

### Veterinary Assistant

Continuing Education & Workforce Development  
Kelanie Yordy • kyordy@frederick.edu

## Honors College

### Honors College

Academic Enrichment Program  
Dr. Bruce Thompson • bthompson@frederick.edu

[Continued on Back >](#)

## Hospitality, Culinary & Tourism

### Baking and Pastry Arts

Degree • Certificate  
Elizabeth DeRose • HCTI@frederick.edu

### Culinary Arts and Supervision

Degree • Certificate • Letter of Recognition  
Continuing Education & Workforce Development  
Elizabeth DeRose • HCTI@frederick.edu

### Health Meets Food: Culinary Medicine in Foodservice

Continuing Education & Workforce Development  
Elizabeth DeRose • HCTI@frederick.edu

### Hospitality Management

Degree • Certificate • Letter of Recognition  
Continuing Education & Workforce Development  
Elizabeth DeRose • HCTI@frederick.edu

### Food Business Entrepreneurship

Continuing Education & Workforce Development  
Elizabeth DeRose • HCTI@frederick.edu

## Public Safety

### Corrections

Certificate  
Didi Culp • dculp@frederick.edu

### Criminal Justice

Degree (Area of Concentration)  
Didi Culp • dculp@frederick.edu

### Emergency Management (FEMA)

Degree • Certificate • Letter of Recognition  
Holly Weedon • emergmgt@frederick.edu

### Emergency Management

Degree (Area of Concentration)  
Didi Culp • dculp@frederick.edu

### Fire Service Administration

Degree (Area of Concentration)  
Jason Deater • jdeater@frederick.edu

### National Security & Intelligence

Degree (Area of Concentration)  
Didi Culp • dculp@frederick.edu

### Police Science

Degree  
Jason Deater • jdeater@frederick.edu

### Public Safety

Degree  
Didi Culp • dculp@frederick.edu

## Social Sciences

### Addictions Counseling

Degree • Certificate  
Dr. Kristen Wells • kwells@frederick.edu

### Education (Associate of Arts in Teaching)

Degree  
Dr. Julie Horton • jhorton@frederick.edu

### Education

Degree (Area of Concentration)  
Dr. Julie Horton • jhorton@frederick.edu

### History

Degree (Area of Concentration) • Certificate  
Corwin Parker • cparker@frederick.edu

### Human Services

Degree (Area of Concentration)  
Dr. Kristen Wells • kwells@frederick.edu

### Psychology

Degree (Area of Concentration)  
Dr. Lisa DiDonato • ldidonato@frederick.edu

### Social Sciences

Degree  
Corwin Parker • cparker@frederick.edu

### Sociology

Degree (Area of Concentration)  
Corwin Parker • cparker@frederick.edu

## STEM

### Audio Production

Degree (Area of Concentration) • Certificate  
Todd Campbell • tocampbell@frederick.edu

### Biology

Degree (Area of Concentration)  
Dr. Teresa Calzonetti • tcalzonetti@frederick.edu

### Biotechnology

Degree • Certificate • Letter of Recognition  
Dr. Savita Prabhakar • sprabhakar@frederick.edu

### Chemistry

Degree (Area of Concentration)  
Christine Chin Choy • cchinchoy@frederick.edu

### Computer Aided Design

Degree (Area of Concentration) • Certificate  
Nick Morgan • CATI@frederick.edu

### Computer Science

Degree • Certificate  
James Hatch • jhatch@frederick.edu

## Computer Studies

Certificate  
James Hatch • jhatch@frederick.edu

### Cybersecurity

Degree (Area of Concentration) • Certificate  
Kimberly Mentzell • kmentzell@frederick.edu

### Engineering

Degree (Area of Concentration)  
Perry Wood • pwood@frederick.edu

### Information Technology

Degree • Certificate • Letter of Recognition  
James Hatch • jhatch@frederick.edu

### IT User Support Specialist

Continuing Education & Workforce Development  
cebusiness@frederick.edu

### Mathematics

Degree (Area of Concentration)  
Kylena Cross • kcross@frederick.edu

### STEM: Science, Technology, Engineering, and Math

Degree  
Patricia Sheppard • psheppard@frederick.edu

### STEM Technology

Degree  
Patricia Sheppard • psheppard@frederick.edu

## Trades & Vocational

### Automotive Technology

Continuing Education & Workforce Development  
cebusiness@frederick.edu

### Construction Management

Degree (Area of Concentration) • Certificate  
Nick Morgan • CATI@frederick.edu

### Electrical

Certificate • Letter of Recognition  
Nick Morgan • CATI@frederick.edu

### Heating Ventilation and Air Conditioning

Certificate • Letter of Recognition  
Nick Morgan • CATI@frederick.edu

### Logistics & Production Technology

Continuing Education & Workforce Development  
cebusiness@frederick.edu

### Welding

Certificate • Letter of Recognition  
Nick Morgan • CATI@frederick.edu

[frederick.edu/programs](http://frederick.edu/programs) • [admissions@frederick.edu](mailto:admissions@frederick.edu) • 301.624.2716

Frederick Community College (FCC) 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. Under the ADA and Section 504, FCC makes every effort to accommodate individuals with disabilities for College-sponsored events and programs. For FCC employees needing accommodations, including interpreting, please email [humanresources@frederick.edu](mailto:humanresources@frederick.edu). For students and others with accommodation needs or questions, please call 301.846.2408, or to request sign language interpreter services, 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. Requests must be made at least five workdays before a scheduled event to guarantee accommodations. If your request pertains to accessible transportation for a College-sponsored trip, please submit your request at least 21 calendar days in advance. Requests made less than 21 calendar days in advance may not be able to be guaranteed.

# FINANCIAL AID ROADMAP

## 1. Complete the admissions process at Frederick Community College (FCC).

- ☐ You must be an admitted student enrolled in an eligible degree or certificate program in order to qualify for most types of federal and state financial aid. Programs offered through our Continuing Education (CE) Office are not eligible for Federal Student Aid (FSA), but may qualify for certain state aid programs.
- ☐ When applying to FCC, be sure to provide your Social Security Number, the exact spelling of your name as it appears on your Social Security card, and your correct date of birth. This will ensure that we're able to link your Free Application for Federal Student Aid (FAFSA) to your account at FCC.

## 2. Complete the FAFSA by visiting [www.studentaid.gov](http://www.studentaid.gov).

- ☐ Create an FSA ID – both the student and at least one parent (if student is dependent) must create their own FSA ID.
- ☐ Include the FCC school code (**002071**) and FCC will receive your FAFSA within 7-10 days.
- ☐ Utilize the Direct Data Exchange (DDX) to transfer tax data from the IRS to your FAFSA.
- ☐ Your FAFSA may be selected for verification, which means we will require you to submit additional information in order to confirm your eligibility for FSA. Any required items we need from you will be added to your PeopleSoft To-Do List when your FAFSA is received. Verification can take 4-6 weeks to complete after documents are submitted to Financial Aid, so it's important to submit your documents as soon as possible.
- ☐ After submitting required documents, monitor your myFCC email daily as this is how Financial Aid will notify you of any updates regarding the status of your financial aid.

## 3. Maryland Residents: Create a student login for the MDCAPS portal by visiting [www.mhec.state.md.us](http://www.mhec.state.md.us).

*You will need access to this portal in order to accept offered awards from the Maryland Higher Education Commission (MHEC).*

- ☐ If you are a US Citizen or eligible non-citizen, you must submit your FAFSA by March 1 in order to be considered for most types of aid from the state of Maryland. The March 1 deadline does not apply to the Maryland Community College Promise Scholarship.
- ☐ If you do not qualify for the FAFSA due to your immigration status, you may still be eligible for aid from the state. You will need to complete the Maryland State Financial Aid Application (MSFAA), which is accessible by selecting the MHEC One App option after logging into MDCAPS.

## 4. Apply for FCC Foundation Scholarships by visiting <https://frederick.academicworks.com>.

- ☐ Fall application is available February 1 - June 15.
- ☐ Spring application is available October 1 - December 31.

## 5. Frederick County Residents: Apply for Community Foundation of Frederick County Scholarships.

- ☐ This application is available February 15 - March 15 of each year at [www.frederickcountygives.org](http://www.frederickcountygives.org) to all students regardless of citizenship status.

## 6. Review your estimated awards in PeopleSoft by selecting the "Financial Aid" tile.

- ☐ Financial aid awards are initially based off full-time (12 or more credit hours per semester) enrollment. If you are not full-time, your award may be prorated.
- ☐ FSA can only be used to pay for courses that are required for your declared degree or certificate.
- ☐ If your award is more than your tuition and fee charges, you may be able to charge your textbooks at the FCC Bookstore for a limited time ([bookstore.frederick.edu](http://bookstore.frederick.edu)).

## 7. Disbursements & Refunds

- ☐ Financial aid will be disbursed after attendance is verified in courses, which typically happens 3-5 weeks after the start of the semester. If you are only enrolled in late start courses your disbursement will be delayed until attendance is verified.
- ☐ New students will receive a secure code from BankMobile the first week of class and this code will be used to log into their website to set up refund preferences. Questions about BankMobile should be directed to Student Accounts at 301.826.2620 (option 2).
- ☐ Once funds are disbursed to the FCC student account, please allow up to 14 days for the refund to be sent to BankMobile.

**Contact the Financial Aid Office: [frederick.edu/finaid](https://frederick.edu/finaid)  
[financialaid@frederick.edu](mailto:financialaid@frederick.edu) • (p) 301.846.2620 (Option 1) • (f) 301.624.2886**

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# PLACEMENT TESTING & EXEMPTIONS

Frederick Community College (FCC) strives to promote student learning and success by placing you in the right courses at the beginning (or restart) of your college career. Placement testing is one option for placement, but you may have past test scores, grades, or other academic experiences that will allow you to be exempt from placement testing.

## Placement Testing Exemptions

Incoming students may be exempt from taking one or more placement tests based on their academic history and alternative measures. Submit the following to the FCC Registration & Records Office in Jefferson Hall or [transferevaluation@frederick.edu](mailto:transferevaluation@frederick.edu):

- High school transcript and/or previous college transcripts
- College entrance exam scores from SAT and/or ACT
- Advanced Placement (AP) test scores and International Baccalaureate (IB) test scores

## GPA Placement Guidelines

Maryland students who meet the following high school GPA requirements will be placed in College courses without taking a placement test.

| GPA*   | English      | Math                                |
|--|--------------|-------------------------------------|
| 2.6 Unweighted GPA                               | ENGL 101     | MATH 101 or MATH 120                |
| 2.6 Unweighted GPA + Algebra 2 grade B or higher | ENGL 101     | MATH 145                            |
| 1.9-2.59 Unweighted GPA                          | ENGL 100-101 | MATH 101A or MATH 120A or MATH 145S |

\*GPA exemption from testing applies to unweighted, Maryland high school GPA for non-dual enrollment students, and is valid for five (5) years after the date of the individual's high school graduation.

## Placement Testing Exemption Examples

| Acceptable if within five (5) years from date the test is taken.                  |  |  |
|---|--|--|
|   | ENGLISH  | MATH   |
| SAT   | Evidence-Based Reading & Writing: 480  | 530  |
| ACT   | Composite/Average score of: 21   | 21   |
| AP  | Earning a 3 or better on the AP English Language & Comp, English Literature Exam   | Earning a 3 or better on the AP Calculus or Statistics Exam  |
| IB  | Earning a score of 4 or higher on the IB Language A: Literature SL, Language A: Language & Literature SL, Language A: Literature HL or Language A: Language & Literature | Earning a score of 4 or higher on the IB Mathematical Studies, Mathematics SL, Mathematics HL, or further math tests |
| Cambridge AICE  | A- or AS-Level coursework, exam scores of e(e) or E(e) in English Language or Language & Literature  | A- or AS-Level coursework, exam scores of e(e) or E(e) in Mathematics  |
| Acceptable if within one (1) year from date the test is taken.                    |  |  |
| GED   | Earning a GED Reasoning Through Language Arts score of 165 or higher   | Earning a GED Mathematical Reasoning score of 165 or higher  |
| Valid for one (1) year after the date of the individual's high school graduation. |  |  |
| MCAP  | Earning a score of 3 or 4 on the English 10 assessment (Early MCAP tests score of 2 or 3)  | Earning a score of 3 or 4 on the Algebra II assessment (Early MCAP tests score of 2 or 3)                            |
| FCPS  | Successful completion of FCPS English 12 with grade A or B   | Successful completion of FCPS Algebra II or Advanced Algebra with Trigonometry with grade A or B                     |



## About Placement Testing

Visit our Testing Guide at [guides.frederick.edu/testing](https://guides.frederick.edu/testing) for a study plan, links to study materials, testing strategies, and valuable student resources.

- Unless otherwise exempted, all students are required to take reading, writing, and math placement tests. (See testing exemption information on the front.)
- All placement tests are untimed. Most students take about two hours to complete them.
- All questions are multiple-choice, computer-based, and adaptive in nature.
- If you had an IEP or 504 Plan in the past, or have a disability, please contact Disability Access Services at [disabilityservices@frederick.edu](mailto:disabilityservices@frederick.edu) or 301.846.2408 before you test, as you may be eligible for testing accommodations.

## Placement Testing Policies

- Apply to FCC and have a student ID number before testing.
- Bring an acceptable original photo ID (no copies or alterations accepted). Acceptable forms of ID include: driver's license, high school ID, military ID, middle school ID, state or federal approved ID, college ID, passport, tribal ID card, naturalization card or certificate of citizenship, or ACCUPLACER student ID form.
- Children are not permitted to be left unattended anywhere on the FCC campus. Please make arrangements for childcare before coming to the Testing Center.
- Check in with a proctor at the front desk. Scratch paper and pencils will be provided. (Calculator appears on the screen. Sorry, no handheld calculators unless you have an accommodation.)
- Lock all personal items in lockers provided by the Testing Center.

## Testing Center Location & Hours

Main Campus Linganore Hall, L-204

*Check-in at the front desk with an acceptable photo ID.*

Monday: 8:30 a.m. - 4:30 p.m.

Tuesday - Thursday: 8:30 a.m. - 7:00 p.m.

Friday: 8:30 a.m. - 4:30 p.m.

Saturday: 9:00 a.m. - 12:00 p.m.

301.846.2522

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

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



Appointments are encouraged for placement testing.

Visit [registerblast.com/frederickcc](https://registerblast.com/frederickcc) or scan the code to self-register.

Placement tests are not administered with less than one hour left before closing.

[frederick.edu/testing](https://frederick.edu/testing) • 301.846.2522 • [testingcenter@frederick.edu](mailto:testingcenter@frederick.edu)

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# STUDENT SUPPORT SERVICES & RESOURCES

## Career & Academic Planning Services (CAPS)

Academic advisors help students review academic requirements and degree plans, select classes, choose a major or career path, transfer to a four-year college, connect to college resources and services, and identify, foresee, and resolve challenges.

Jefferson Hall, J-200 • emailadvising@frederick.edu • 301.846.2471

## Career Services

Career Services helps students explore skills, majors, and careers. They also help students prepare for employment through resume development, creating a job search strategy, and interview coaching, as well as network with employers and alumni to find jobs and internships.

Jefferson Hall, J-200 • careercenter@frederick.edu • 301.846.2471

## Disability Access Services (DAS)

DAS assists and supports eligible students with disabilities. Student services may include individualized accommodation plans, transition coaching, workshops, and programs. Students should schedule an appointment with DAS staff prior to the start of the semester.

Annapolis Hall, A-105 • disabilityservices@frederick.edu • 301.846.2408

## English as a Second Language (ESL)

FCC offers a complete program of ESL courses for students who want to improve their English language skills. Courses are designed to help students improve their ability to speak, write, listen, and read in English. ESL classes range from basic to targeted to academic.

Conference Center, E-102 • esl@frederick.edu • 240.629.7962

## Library/Learning Commons

The Library, Tutoring and Writing Center, technology, and study spaces are all in one place. There is an additional STEM Learning Center located in Braddock Hall (B-212) that provides free tutoring for STEM courses.

Linganore Hall, 2<sup>nd</sup> Floor • answers.frederick.edu • 301.624.2444

## LiveWell

LiveWell provides students with information and resources for holistic well-being including basic and essential needs, counseling and wellness, housing and transportation, and physical wellness. CougarMart, food lockers, the Zen Den, counseling services, and other resources help empower students in their academic and personal endeavors, fostering a positive and healthy campus culture.

Student Center, H-106D • livewell@frederick.edu • 301.624.2796

## Making Our Space an Inclusive Community (MOSAIC) Center

The MOSAIC Center is a space to celebrate diversity, address inequities, and promote inclusion on campus. We do this through intentional programming and celebrations to highlight the value we all bring to the community.

Student Center, H-102 • mosaiccenter@frederick.edu • 240.629.7841

## Student Leadership & Engagement

Student Leadership & Engagement provides opportunities for students to become involved on campus through clubs and organizations, leadership development programs, and fun social and educational events and activities.

Student Center, H-101 • studentengagement@frederick.edu • 301.624.2793

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## The Office of Student Success Programs

Partnership for Achieving Student Success (PASS) is a comprehensive support program open to all new students that provides transitional support and success coaching throughout their time at FCC. Parents Lead, Project Forward Step, Child Care Access Means Parents in School (CCAMPIS), and Allied Health Academy are support programs designed for adult students and parents. Men and Women of Excellence is a program dedicated to the leadership development, transition, retention, and advancement of underrepresented male and female students of color in all aspects of their collegiate process.

Annapolis Hall, A-103 • [studentsuccessprograms@frederick.edu](mailto:studentsuccessprograms@frederick.edu) • 301.624.2894

## Transfer Services

Transfer Services assists students who are planning to transfer to a four-year college or university. We have a variety of resources and tools to help you through the process.

Jefferson Hall, J-200 • [transfercenter@frederick.edu](mailto:transfercenter@frederick.edu) • 301.846.2471

## Veteran and Military Services (VMS)

VMS offers academic and support services for veterans, active duty personnel, National Guard and Reserve personnel, and their families. FCC participates in a variety of GI Bill® and military tuition payment options.

Annapolis Hall, A-109 • [veterans@frederick.edu](mailto:veterans@frederick.edu) • 301.624.2836



For more information, visit [frederick.edu/resources](https://frederick.edu/resources)

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- ☐ Create an FSA ID – both the student and at least one parent (if student is dependent) must create their own FSA ID.
- ☐ Include the FCC school code (**002071**) and FCC will receive your FAFSA within 7-10 days.
- ☐ Utilize the Direct Data Exchange (DDX) to transfer tax data from the IRS to your FAFSA.
- ☐ Your FAFSA may be selected for verification, which means we will require you to submit additional information in order to confirm your eligibility for FSA. Any required items we need from you will be added to your PeopleSoft To-Do List when your FAFSA is received. Verification can take 4-6 weeks to complete after documents are submitted to Financial Aid, so it's important to submit your documents as soon as possible.
- ☐ After submitting required documents, monitor your myFCC email daily as this is how Financial Aid will notify you of any updates regarding the status of your financial aid.

## 3. Maryland Residents: Create a student login for the MDCAPS portal by visiting [www.mhec.state.md.us](http://www.mhec.state.md.us).

*You will need access to this portal in order to accept offered awards from the Maryland Higher Education Commission (MHEC).*

- ☐ If you are a US Citizen or eligible non-citizen, you must submit your FAFSA by March 1 in order to be considered for most types of aid from the state of Maryland. The March 1 deadline does not apply to the Maryland Community College Promise Scholarship.
- ☐ If you do not qualify for the FAFSA due to your immigration status, you may still be eligible for aid from the state. You will need to complete the Maryland State Financial Aid Application (MSFAA), which is accessible by selecting the MHEC One App option after logging into MDCAPS.

## 4. Apply for FCC Foundation Scholarships by visiting <https://frederick.academicworks.com>.

- ☐ Fall application is available February 1 - June 15.
- ☐ Spring application is available October 1 - December 31.

## 5. Frederick County Residents: Apply for Community Foundation of Frederick County Scholarships.

- ☐ This application is available February 15 - March 15 of each year at [www.frederickcountygives.org](http://www.frederickcountygives.org) to all students regardless of citizenship status.

## 6. Review your estimated awards in PeopleSoft by selecting the “Financial Aid” tile.

- ☐ Financial aid awards are initially based off full-time (12 or more credit hours per semester) enrollment. If you are not full-time, your award may be prorated.
- ☐ FSA can only be used to pay for courses that are required for your declared degree or certificate.
- ☐ If your award is more than your tuition and fee charges, you may be able to charge your textbooks at the FCC Bookstore for a limited time (bookstore.frederick.edu).

## 7. Disbursements & Refunds

- ☐ Financial aid will be disbursed after attendance is verified in courses, which typically happens 3-5 weeks after the start of the semester. If you are only enrolled in late start courses your disbursement will be delayed until attendance is verified.
- ☐ New students will receive a secure code from BankMobile the first week of class and this code will be used to log into their website to set up refund preferences. Questions about BankMobile should be directed to Student Accounts at 301.826.2620 (option 2).
- ☐ Once funds are disbursed to the FCC student account, please allow up to 14 days for the refund to be sent to BankMobile.

**Contact the Financial Aid Office: [frederick.edu/finaid](https://frederick.edu/finaid)  
[financialaid@frederick.edu](mailto:financialaid@frederick.edu) • (p) 301.846.2620 (Option 1) • (f) 301.624.2886**

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# DEPARTMENT DIRECTORY

|  |                         |  |
|--|-------------------------|--|
| General Information                          | 301.846.2400            | <a href="mailto:assist@frederick.edu">assist@frederick.edu</a>                               |
| Admissions                                   | 301.624.2716            | <a href="mailto:admissions@frederick.edu">admissions@frederick.edu</a>                       |
| Athletics                                    | 301.846.2500            | <a href="mailto:athletics@frederick.edu">athletics@frederick.edu</a>                         |
| Bookstore                                    | 301.846.2463            | <a href="mailto:bookstore@frederick.edu">bookstore@frederick.edu</a>                         |
| Career & Academic Planning Services (CAPS)   | 301.846.2471            | <a href="mailto:emailadvising@frederick.edu">emailadvising@frederick.edu</a>                 |
| Career Services                              | 301.846.2471            | <a href="mailto:careercenter@frederick.edu">careercenter@frederick.edu</a>                   |
| Carl & Norma Miller Children's Center        | 301.846.2612            | <a href="mailto:childrenscenter@frederick.edu">childrenscenter@frederick.edu</a>             |
| College Security                             | 301.846.2453            | <a href="mailto:security@frederick.edu">security@frederick.edu</a>                           |
| Continuing Education & Workforce Development | 301.624.2888            | <a href="mailto:ceinfo@frederick.edu">ceinfo@frederick.edu</a>                               |
| Counseling & Wellness Services               | 301.624.2757            | <a href="mailto:counselingandwellness@frederick.edu">counselingandwellness@frederick.edu</a> |
| Disability Access Services (DAS)             | 301.846.2408            | <a href="mailto:disabilityservices@frederick.edu">disabilityservices@frederick.edu</a>       |
| Dual Enrollment                              | 240.629.7886            | <a href="mailto:dualenrollment@frederick.edu">dualenrollment@frederick.edu</a>               |
| English as a Second Language (ESL)           | 240.629.7962            | <a href="mailto:esl@frederick.edu">esl@frederick.edu</a>                                     |
| FCC Foundation and Alumni Association        | 301.846.2438            | <a href="mailto:foundation@frederick.edu">foundation@frederick.edu</a>                       |
| Financial Aid                                | 301.846.2620 (option 1) | <a href="mailto:financialaid@frederick.edu">financialaid@frederick.edu</a>                   |
| Honors College                               | 301.846.2535            | <a href="mailto:bthompson@frederick.edu">bthompson@frederick.edu</a>                         |
| Human Resources                              | 240.629.7854            | <a href="http://frederick.edu/jobs-hr.aspx">frederick.edu/jobs-hr.aspx</a>                   |
| IT Help Desk                                 | 301.846.2509            | <a href="mailto:itsupport@frederick.edu">itsupport@frederick.edu</a>                         |
| Learning Commons/Library                     | 301.624.2444            | <a href="https://answers.frederick.edu">https://answers.frederick.edu</a>                    |
| LiveWell                                     | 301.624.2796            | <a href="mailto:livewell@frederick.edu">livewell@frederick.edu</a>                           |
| MOSAIC Center                                | 240.629.7841            | <a href="mailto:mosaiccenter@frederick.edu">mosaiccenter@frederick.edu</a>                   |
| Online Learning & Instructional Innovations  | 301.846.2401            | <a href="mailto:kjacob@frederick.edu">kjacob@frederick.edu</a>                               |
| Registration & Records                       | 301.846.2431            | <a href="mailto:registration@frederick.edu">registration@frederick.edu</a>                   |
| Student Finance (Cashier's Office)           | 301.846.2456            | <a href="mailto:studentaccounts@frederick.edu">studentaccounts@frederick.edu</a>             |

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|---|--------------|--------------------------------------|
| Student Leadership & Engagement                     | 301.624.2793 | studentengagement@frederick.edu      |
| Student Success Programs                            | 301.624.2894 | studentsuccessprograms@frederick.edu |
| Testing Center                                      | 301.846.2522 | testingcenter@frederick.edu          |
| Transcript Evaluation (Incoming transcripts)        | 301.846.2595 | transferevaluation@frederick.edu     |
| Transcript Requests (Outgoing official transcripts) | 301.846.2653 | transcriptrequest@frederick.edu      |
| Tutoring & Writing Center                           | 301.846.2619 | csloan@frederick.edu                 |
| Veteran & Military Services (VMS)                   | 301.624.2836 | veterans@frederick.edu               |

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