



# Frederick Community College

# Enrollment Checklist

**Congratulations!** You are on your way towards enrolling in Frederick Community College. Please use this checklist as you 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).

Jefferson Hall  
**Admissions • J-101**  
 301.624.2716 • [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.

Jefferson Hall  
**Welcome Center • J-101**  
 301.846.2431 • [registration@frederick.edu](mailto:registration@frederick.edu)

## 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**.
- Be sure to apply for scholarships! More information is available at [www.frederick.edu/scholarships](http://www.frederick.edu/scholarships). Deadlines for scholarships are typically in June & December.

Jefferson Hall  
**Financial Aid • J-310**  
 301.846.2620 • [financialaid@frederick.edu](mailto:financialaid@frederick.edu)

## 4. Complete Placement Testing

- Review and demonstrate your current academic skill levels in Reading, Math, and Writing at the FCC Testing Center. You may be exempt from testing if you can demonstrate other forms of college readiness (see below). In order to test you must show a valid photo ID and provide your Student ID number. 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. **\*For FEMA Students only, if you are completing your 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.**

Linganore Hall  
**Testing Center • L-104**  
 301.846.2522 • [testingcenter@frederick.edu](mailto:testingcenter@frederick.edu)

*There is no cost to take the Accuplacer tests. You are exempt from one or more tests if you have recent ACT scores (English 21, Math 21 and Reading 21), SAT scores (Reading 500, and Math 500), Math/English AP scores (3+), the AP score of 3+ in math is only for Calc AB or Calc BC, B or higher in FCPS Algebra II or higher math courses, or other college readiness scores listed in the college catalog. Please bring a copy of unofficial transcripts and /or a copy of recent ACT, SAT, AP, IB, Accuplacer scores, or other college readiness scores with you.*

## 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](http://www.frederick.edu/advising)

If you are pursuing a program in Emergency Management please send an e-mail to [emergmt@frederick.edu](mailto:emergmt@frederick.edu) to schedule your advising appointment.

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

Jefferson Hall  
**Counseling & Advising • J-201**  
301.846.2471 • [advising@frederick.edu](mailto:advising@frederick.edu)

Student Center  
**Multicultural 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

## 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.

Student Center  
**Student Technology Services • H-214**  
[www.frederick.edu/currentstudents](http://www.frederick.edu/currentstudents)  
301.846.2509

## 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).

Jefferson Hall  
**Welcome Center • J-101**  
301.846.2431 • [registration@frederick.edu](mailto:registration@frederick.edu)

## 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.

Jefferson Hall  
**Student Accounts • J-119**  
301.846.2456  
[studentaccounts@frederick.edu](mailto:studentaccounts@frederick.edu)

## 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>

Student Center  
**FCC Bookstore • H-117**  
301.846.2463 • [bookstore@frederick.edu](mailto:bookstore@frederick.edu)

## 10. Connect with Student Engagement Office

- ❑ All Recent HS grads will receive an invite to 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 Week" Events.

Student Center  
**Student Engagement • H-101**  
301.846.2488

## 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).

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