

# FREDERICK **COMMUNITY** COLLEGE



FALL 2022 CREDIT COURSE SCHEDULE





# Contents

## Hours of Operation

### Jefferson Hall (J Building)

1<sup>ST</sup> FLOOR **Enrollment Center** - Welcome Center, Registration & Records, Student Finance

2<sup>ND</sup> FLOOR **College and Career Readiness Center** - Admissions, Career & Academic Planning Services (CAPS), and Transfer & Career Services

3<sup>RD</sup> FLOOR **Financial Services Center** - Financial Aid and Finance

February, March, April, May, June, September, October, November, December (*Non-Peak Hours*)

Monday..... 8:30 a.m. - 6:00 p.m.  
Tuesday..... 8:30 a.m. - 4:30 p.m.  
Wednesday..... 8:30 a.m. - 4:30 p.m.  
Thursday\*..... 8:30 a.m. - 4:30 p.m.  
Friday..... 8:30 a.m. - 4:30 p.m.

\*January, July, August (*Thursday Peak Hours*) open until 6:00 p.m.

### Annapolis Hall (A Building)

1<sup>ST</sup> FLOOR **Disability Access Services (DAS)**, A-105

Monday–Friday ..... 8:30 a.m. - 4:30 p.m.  
*Open Monday evenings until 7:00 p.m. by appointment only.*

**Veteran & Military Services**, A-109

Monday–Friday ..... 8:30 a.m. - 4:30 p.m.  
*Evening appointments available upon request.*

**Office of Student Success Programs**, A-103

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

### Student Center (H Building, 1<sup>st</sup> Floor)

#### Bookstore

Monday–Thursday..... 9:00 a.m. - 5:00 p.m.  
Friday..... 9:00 a.m. - 2:00 p.m.

*Hours at the start of the semester or for special events may vary.*

*Please check [bookstore.frederick.edu](http://bookstore.frederick.edu) for current hours.*

#### Center for Student Engagement

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

#### College Security

Monday–Thursday..... 8:00 a.m. - 10:00 p.m.  
Friday..... 8:00 p.m. - 5:00 p.m.

*For safety and protection, College Security is available 24/7.*

*FCC Main Campus: 301.606.7716 • The Monroe Center: 301.606.7721*

### Testing Center (Linganore Hall, L-204, 2<sup>nd</sup> Floor)

*Testing is by appointment only. Visit [frederick.edu/testing](http://frederick.edu/testing) for more details.*

Monday and Friday ..... 9:00 a.m. - 4:30 p.m.  
Tuesday–Thursday..... 9:00 a.m. - 7:00 p.m.  
Saturday ..... 9:00 a.m. - 12:00 p.m.

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## COVID-19 UPDATE ..... 29

Important Message Regarding Academic Sessions and Course Offerings

FCC complies with public health and safety standards to ensure all campus courses, services, and activities are safe for all participants. Students should monitor their College email and the FCC Covid-19 webpage at [frederick.edu/Covid-19](http://frederick.edu/Covid-19) for the most up-to-date information regarding COVID related health and safety standards and expectations.

FCC offers a wide variety of course formats to meet the individual needs of students. Comprehensive student services are available both in-person and virtually.

Contact [assist@frederick.edu](mailto:assist@frederick.edu) with any questions or call 301.624.2710 (Student Center Welcome Desk) or 301.624.2772 (Jefferson Hall Welcome Desk).

## FALL 2022

### Registration opens Monday, April 18, 2022

Priority Registration for Veterans & Military  
opens Friday, April 15, 2022

**Fall Academic Sessions and Fall Credit  
Schedule subject to change due to COVID-19.**  
**Visit [frederick.edu/schedules](http://frederick.edu/schedules)  
for the most up-to-date information.**

Important Dates	
Priority Registration for Veterans & Military	Friday, April 15
Summer/Fall Registration Opens	Monday, April 18
Fall Payment Due Dates	Monday, August 15 by 6:00 p.m. Friday, August 19 by 4:30 p.m.
No Credit or Continuing Education (CE) Classes	Saturday, September 3
Labor Day - College Holiday	Monday, September 5
Election Day - No Credit Classes	Tuesday, November 8
No Credit or CE Classes, offices open until 4:30 p.m. - College Holiday begins	Wednesday, November 23
College Holiday	November 24 - 27
Winter Break - College Holiday	December 19 - January 1

## ACADEMIC SESSIONS

### Important Deadlines

#### Last day to apply for:

August 2022 graduation ..... August 1, 2022  
December 2022 graduation ..... December 1, 2022

First day to enroll ..... April 18, 2022  
Summer 2022 "I" grades to "F" ..... September 13, 2022

#### 15-week (1)

First day ..... August 20  
Last day to add ..... August 25  
Last day 100% refund ..... August 26  
Last day 50% refund ..... August 31  
Last day to withdraw ..... October 31  
Last day of classes ..... December 10  
Grades due (10 a.m.) ..... December 14

#### 1st 5-week (5W1)

First day ..... August 20  
Last day to add ..... August 22  
Last day 100% refund ..... August 25  
Last day 50% refund ..... August 31  
Last day to withdraw ..... September 14  
Last day of classes ..... September 26  
Grades due (10 a.m.) ..... September 29

#### 2nd 5-week (5W2)

First day ..... September 27  
Last day to add ..... September 29  
Last day 100% refund ..... October 1  
Last day 50% refund ..... October 7  
Last day to withdraw ..... October 19  
Last day of classes ..... October 31  
Grades due (10 a.m.) ..... November 3

#### 1st 7.5-week (7H1)

First day ..... August 20  
Last day to add ..... August 23  
Last day 100% refund ..... August 26  
Last day 50% refund ..... August 31  
Last day to withdraw ..... September 23  
Last day of classes ..... October 12  
Grades due (10 a.m.) ..... October 17

#### 13-week (13W)

First day ..... September 6  
Last day to add ..... September 10  
Last day 100% refund ..... September 10  
Last day 50% refund ..... September 16  
Last day to withdraw ..... November 5  
Last day of classes ..... December 10  
Grades due (10 a.m.) ..... December 14

#### 2nd 7.5-week (7H2)

First day ..... October 13  
Last day to add ..... October 15  
Last day 100% refund ..... October 19  
Last day 50% refund ..... October 24  
Last day to withdraw ..... November 17  
Last day of classes ..... December 10  
Grades due (10 a.m.) ..... December 14

#### 1st 10-week (10A)

First day ..... August 20  
Last day to add ..... August 24  
Last day 100% refund ..... August 25  
Last day 50% refund ..... August 31  
Last day to withdraw ..... October 7  
Last day of classes ..... October 31  
Grades due (10 a.m.) ..... November 3

#### 2nd 10-week (10B)

First day ..... September 27  
Last day to add ..... September 30  
Last day 100% refund ..... October 1  
Last day 50% refund ..... October 7  
Last day to withdraw ..... November 12  
Last day of classes ..... December 10  
Grades due (10 a.m.) ..... December 14

#### 3rd 5-week (5W3)

First day ..... November 1  
Last day to add ..... November 2  
Last day 100% refund ..... November 5  
Last day 50% refund ..... November 12  
Last day to withdraw ..... November 30  
Last day of classes ..... December 10  
Grades due (10 a.m.) ..... December 14

**Note:** PeopleSoft session codes listed next to sessions in parentheses

**NOTE:** Students receiving financial aid must attend courses to qualify for their awards. Failure to attend will result in student owing a balance with the College. Students will no longer be administratively expunged for non-attendance and must drop their courses prior to the 100% refund date for their sessions if they do not attend.

# TUITION & FEES

Our College is dedicated to providing quality education, superior resources, and affordable tuition. FCC tuition and fees for a full-time (12 credit) in-county student amount to approximately \$3,700 per year. By comparison, the College Board reports the national average for tuition and fees exceeds \$9,000 at public four-year colleges and averages \$31,000 at private schools. With high academic standards and affordable tuition rates, FCC is a wise choice for higher education.

## Fall 2022 Tuition & Fees Chart \*

Credits	In-County	Out-of-County	Out-of-State
1	\$158.34	\$311.34	\$411.34
2	\$316.68	\$622.68	\$822.68
3	\$475.02	\$934.02	\$1,234.02
4	\$633.36	\$1,245.36	\$1,645.36
5	\$791.70	\$1,556.70	\$2,056.70
6	\$950.04	\$1,868.04	\$2,468.04
7	\$1,108.38	\$2,179.38	\$2,879.38
8	\$1,266.72	\$2,490.72	\$3,290.72
9	\$1,425.06	\$2,802.06	\$3,702.06
10	\$1,583.40	\$3,113.40	\$4,113.40
11	\$1,738.40	\$3,421.40	\$4,521.40
12	\$1,893.40	\$3,729.40	\$4,929.40
13	\$2,048.40	\$4,037.40	\$5,337.40
14	\$2,203.40	\$4,345.40	\$5,745.40
15	\$2,358.40	\$4,653.40	\$6,153.40
16	\$2,513.40	\$4,961.40	\$6,561.40

\* Tuition and fees rates are subject to change.

## Tuition and fees\*

In-County per credit hour	\$129
Out-of-County per credit hour	\$282
Out-of-State per credit hour	\$382

**Please note:** As an open-admission institution, FCC grants admission to all students regardless of citizenship status. Many students are eligible for In-County or Out-of-County tuition rates regardless of their citizenship status. **If you selected "Non US Citizen" on your application to the college, your tuition rate has been designated, by default, as out of state,** however, you may be eligible for a reduced tuition rate. Please refer to the Residency Policy and Procedures (page 8) for more information on how to qualify for a reduced tuition rate.

## Consolidated Service Fee (\$26)

Every student taking a credit course will be required to pay a consolidated service fee per credit hour. The consolidated service fee supports costs associated with registration, transcripts, commencement, various instructional and support services, technology costs, capital expenditures including capital improvements, parking, maintenance and repair of College equipment/systems, and safety and security needs.

## Student Activity Fee (\$3.34)

The Student Activity Fee is a fee charged to all credit students each academic term. The revenue generated goes into a special account administered by the Student Government Association to fund social, recreational, and cultural events, campus clubs and student organizations, authorized student travel and service trips, and annual signature student events such as New Student Convocation, Success Week, Welcome Week, and Wellness Events. The fee is charged on a credit hour basis for up to a maximum of 10 credit hours.

## Additional Fees\*\*

Some courses may have additional fees. For fee amounts and full details, review the notes in the online, real-time schedule at <https://www.frederick.edu/class-schedules/html-schedule.aspx>.

Credit by Portfolio (per credit hour) .....50% of tuition

Credit by Departmental Exam (per credit hour) .....50% of tuition

American Sign Language Immersion Experience (ASLS 250) ..... \$120

Applied Music Fee (per class) ..... \$490

## Building Trades

HVAC and Electrical (per class) .....\$71.40

Welding (per class) ..... \$100

Culinary Arts (per class) ..... \$121

Please refer to the specific HCTI course. Some courses require a chef uniform and basic knife or pastry set.

## Expedited Transcripts Fee

Expedited service for e-transcripts delivered electronically .....\$5

Expedited service for printed transcripts delivered by USPS .....\$7.50

FEMA Fee (per credit hour, subject to change) .....\$90

EMGT Track I Registration Fee  
(per course, not eligible for 50% refund) ..... \$100

## Nursing Program

Assessment Technology Institute (ATI) fee ..... \$293.36

## Physical Education Fees

Please refer to the specific PHED course for fees that may be payable to the site where the class meets.

## Surgical Technology Fees

SURG 120: Lab supplies for entire program ..... \$425

SURG 125: Preclinical screening ..... \$100

SURG 200: Certification fees ..... \$250

Please refer to the specific SURG course for fees that may be required.

\*\* In special cases, the College may charge additional fees. Some classes may charge additional fees for equipment or materials.

Students are responsible for the purchase of textbooks and other materials for each class. The average cost is about \$150 per course.

## Fall payment due date:

- Monday, August 15, 2022 by 6:00 p.m.
- Friday, August 19, 2022 by 4:30 p.m.

The College continues to closely monitor and carefully assess the impact COVID-19 has on our operations and instruction. Modifications to the traditional College procedures, as outlined in the following sections, may be necessary. Please refer to the Directory on page 14 for contact information and [frederick.edu/Covid-19](https://www.frederick.edu/Covid-19) for updates.





## How to avoid the Drop Zone

1. Students must have paid in full, or
2. have enough anticipated financial aid posted to their PeopleSoft account, or
3. be enrolled in a payment plan.

(To set up a payment plan log into your Peoplesoft account and select Student Center)

**Note:** If the college is closed due to inclement weather on the payment due date, the payment deadline will be extended and will occur the day the College reopens.

## Automatic Payment Plan

FCC provides a payment plan for the semester which allows you to divide your total costs into **automatic monthly payments**.

- Sign up early at <http://myFCC.frederick.edu> – log into PeopleSoft, click the link under finance from the student center page.
- Payments are **automatically withdrawn** from your checking/savings account or major credit card on the 5th day of each month that payment is due.
- Enrollment fee is \$25; No interest charges.
- If you sign up for a payment plan, you are entering into a contract for all tuition and fees.
- You may be eligible to add required course materials to your payment plan. For additional information, email [bookstore@frederick.edu](mailto:bookstore@frederick.edu).

## Fall 2022 Target Dates To Enroll in a Payment Plan

Sign up by	Required down payment	Number of remaining payments	Months of payments (payment date 15 <sup>th</sup> or 30 <sup>th</sup> )
May 15	20%	6	June - Nov
June 15	25%	5	July - Nov
July 15	30%	4	Aug - Nov
August 15	30%	3	Sept - Nov
August 30	30%	3	Sept - Nov
September 15	40%	3	Oct - Dec
October 15	40%	2	Nov - Dec
November 15	50%	1	December

For additional information, contact Student Finance at 301.846.2456 or email questions to [studentfinance@frederick.edu](mailto:studentfinance@frederick.edu). If you are a financial aid student, see payment plan information on page 12.

### FCC partners with BankMobile to issue refunds electronically.

*Look for this BankMobile envelope to select your refund preference.*



Frederick Community College has partnered with BankMobile to provide you with an electronic way to receive your FCC refunds faster. This is the way you will receive academic refunds.

BankMobile will mail students a pin number to activate and choose a refund preference. Pin information will be mailed on the first day of classes to the address on file with Frederick Community College.

We recommend students immediately log onto [myFCCeFunds.com](http://myFCCeFunds.com) to activate the refund preference. Even if you are not currently anticipating a refund from FCC, you may have one in the future, so it is critical that you activate your refund preference as soon as your pin number information arrives. The myFCC eFunds provides options for refund delivery. Simply select the refund preference that is best for you. Your refund options include:

- ACH Transfer to another bank account (refunds available 2-3 business days).
- Easy Refund to the myFCC eFunds debit card (refunds available the same day FCC releases the funds to BankMobile).

For more information: [refundselection.com](http://refundselection.com)

# HOW TO APPLY & REGISTER

**Please monitor your myFCC email for updates from the College.**

## New Students

**NOTE:** For more information about programs and careers offered, admissions, or enrollment steps, please go to [frederick.edu/admissions](http://frederick.edu/admissions)

Please follow the steps below and call 301.846.2400 if you have questions.

### 1) Apply to the College

- Go to [frederick.edu](http://frederick.edu) to apply online.
- Select **Admissions**
- Click **Apply**
- Your welcome letter will be sent to you in the mail and your New Student ID number will be emailed to you using the addresses included on your application.

### 2) Prepare for registration

If you have attended other colleges and/or have completed prior learning elsewhere, please send your official transcripts from each institution and/or prior learning source to Registration & Records. To comply with the Maryland College and Career Readiness Act of 2013, the College requires that all degree-seeking students complete a college credit-bearing math and college credit-bearing English course prior to the completion of 24 college credits.

### 3) Required Orientation, Advising, and Registration (ROAR)

All new students planning to attend FCC for their first college experience will participate in the ROAR program. Students must have applied to the College and completed their placement assessment (or submitted testing exemptions) before they can schedule a ROAR appointment.

#### Three steps to ROAR:

1. Complete a comprehensive Online Orientation that includes important information about getting started with the college registration process, academic programs, academic support services, student services, campus life, college policies, and next steps.
2. Meet with an academic advisor to select classes. To make an appointment go to [frederick.edu/capsadvisingappointments](http://frederick.edu/capsadvisingappointments) or call 301.846.2471.
3. Register for classes in Peoplesoft through your Student Portal.

For more information about ROAR, please visit [frederick.edu/orientation](http://frederick.edu/orientation)

### 4) Register for Classes

An academic advisor can help you select your courses and discuss your academic and career goals. After meeting with your advisor and selecting your courses, you can register for classes.

- Current students can register online or in-person. Specific instructions can be found on page 4.
- Students who are advised by Veteran and Military Services (301.624.2836), Office of Student Success Programs (301.846.2483), or Disability Access Services (301.846.2408) should make an appointment with their advisor.

### 5) Pay for classes

Payments can be made online through PeopleSoft or by visiting Student Finance (1<sup>st</sup> Floor, J-Building)

**Students may not attend a class if they have not registered for that class and made payment arrangements. See payment due date on page 2.**

## Readmit Students

If you've attended FCC before, but not since the Fall 2020 semester, complete the admissions application and select "Readmit" under Classification. You may have to submit proof of residency. You will follow the requirements of the current catalog year.

## Current and Transfer Students

### 1) Meet with an advisor to talk about your course selection and to discuss your academic and career goals.

- Students are assigned an advisor based on their academic major. Students should be sure to schedule their advising appointment with their assigned advisor. Use the Career and Academic Planning Services (CAPS) webpage to find your assigned advisor and to schedule an advising appointment.
- Students who are advised by Veteran and Military Services (301.624.2836), Office of Student Success Programs (301.846.2483), or Disability Access Services (301.846.2408) should make an appointment with their advisor.
- Students on academic alert or academic probation must meet with an advisor from Career and Academic Planning Services, Office of Student Success Programs, Veteran and Military Services, or Disability Access Services prior to registering for classes.
- Students returning to FCC from academic suspension must schedule an appointment with their assigned advisor prior to registering for classes. Students returning from academic dismissal must meet with the Associate Vice President of Student Affairs. Call 301.846.2469 to schedule an appointment.

**Prior to meeting with your advisor, access your Degree Plan.** See Student Services Available Online (page 5). Courses still needed are indicated as "Requirement Not Satisfied." Developmental English and mathematics requirements will not appear, but, if needed, you should include them in your schedule and plan to take them first.

### 2) Register for Classes

On the web or in person

- **Web registration**  
Go to <http://myFCC.frederick.edu>. Click on **PeopleSoft/Student Information System** in the blue navigation bar, then follow the online instructions.
- You may also register using a registration form, which can be found here: <https://app.perfectforms.com/PresentationServer/Form.aspx/Play/OTIGAgoG?f=OTIGAgoG>

OR

- **Register in person**  
Bring your registration form to Registration & Records.
- If you're on academic alert or probation, you must have your enrollment approved by your academic advisor before you register.
- If you plan to take more than 18 credits during the semester, you will need your advisor's signature.

### 3) Review your schedule

**\*\* When signing up for a mixture of structured remote, hybrid remote, and face to face classes, please be sure to leave sufficient time between classes to move between campus and an appropriate workspace for your structured remote session.**

- Check classroom locations (Some courses are held off site).
- Check course start and end dates (Some courses do not begin at the start of the semester).
- Check to see if you have registered for a linked class. If so, make sure you are registered for both components.
- Print your schedule to be sure you have completed the process correctly.
- If you have registered for an online class, see page 23 for more information about online classes at FCC.

**Students may not attend a class if they have not registered for that class and made payment arrangements.**

## Dual Enrollment of High School Aged Students

High school students are subject to the same assessment and placement policies and procedures as other students. Students must adhere to FCPS guidelines and complete appropriate paperwork. High school students earn transcribed college credit upon successful course completion. In some cases, students may earn both high school and college credit for a college course that meets the curriculum requirements of the approved high school course.

### Frederick County High School Students

*Discounts for Frederick County High School students will be automatically adjusted weekly. **High school students are eligible for the discount only during fall and spring semesters.***

#### Early College

FCPS high school students may apply for acceptance into the Early College program. Early College students have the opportunity to complete their high school diploma and earn an Associate degree simultaneously. Additional information and program requirements are located at [frederick.edu/de](http://frederick.edu/de).

#### Open Campus - Courses held on FCC campus

Students sixteen years of age or older may enroll in college courses while concurrently enrolled in high school. FCPS students pay 75% of tuition plus fees. Tuition is waived for FCPS students who are eligible for free and reduced meals. **High school students are eligible for the discount only during fall and spring semesters. See page 2 for applicable payment due dates.**

#### High School Based - Courses attended at FCPS High School

The College, in partnership with FCPS, provides students the opportunity to enroll in college courses that are taught at their high school. FCPS students pay 43% of tuition, and tuition is waived for FCPS students who are eligible for free and reduced meals. Students must contact their high school guidance office for further information and to enroll.

#### Homeschool/Private School Students

Homeschool and private school students are subject to the same assessment and placement policies and procedures as other students. FCC offers a reduced tuition rate for homeschool and private school students in Frederick County. Students pay 75% of tuition plus fees. Proof will be required. For questions, call 301.846.2456.

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## Visiting Students

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Take a class at FCC to transfer back to your four-year college/university. It's less expensive and will move you closer to your degree at your native institution. Follow the simple steps below:

1. First-time students and former students who have not attended FCC in two years: apply at [frederick.edu](http://frederick.edu). Your welcome letter containing your student ID number will be mailed to the address included on your application. You must have this ID number to register online.
2. Obtain a permission to enroll form\* from the Registrar's Office at your home college, or a copy of your transcript that shows proof of having met FCC prerequisites.
3. You can then register in one of four ways:
  - a. Send an email to [registration@frederick.edu](mailto:registration@frederick.edu). Include your FCC ID number and PDF copies of your permission to enroll form\* or transcript. Permission will be entered into the Student Information System to allow web registration.
  - b. Register online using our PeopleSoft system if the required prerequisite has been evaluated by FCC and stored in the system.
  - c. Register in person with your permission to enroll form\* or your unofficial transcript showing you have met the prerequisite
  - d. Fill out the Credit registration form <https://app.perfectforms.com/PresentationServer/Form.aspx/Play/OTIGAGoG?f=OTIGAGoG>

For more information, visit [frederick.edu/enroll-now/visiting-students](http://frederick.edu/enroll-now/visiting-students)

**Students may not attend a class if they have not registered for that class and made payment arrangements.**

\* Colleges and universities may use different terminology for this document. Inquire with your school about necessary transfer forms.

## Student Services Available Online

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**Use your online PeopleSoft student account to activate your myFCC email account.**

- Register and adjust classes (drop/add)
- View degree requirements; plan your courses
- View and print your class schedules and grades
- View your financial aid information
- Sign up for the payment plan
- Print unofficial transcripts
- View transfer credit
- Make a payment
- View your grades
- Apply for graduation

**To Log in go to <http://myFCC.frederick.edu>**

- Click on **PeopleSoft** in the blue navigation bar
- User ID is a capital W and your 7 digit student ID number
- Enter your password, or select 'reset password' if you've never logged in before, or if you have forgotten your password
- This log-in is **case sensitive**

### To find courses needed in your Degree Plan:

From Student Center, under Academics, click on My Academics

- Click View My Degree Plan
- Click Expand All button to open all sections
- Read Graduation Requirements at the top of your Degree Plan
- Scroll down to review courses required in your major, listed by section (English, Math, Social & Behavioral Sciences, Arts, Humanities, Communications, etc.)
- Review courses taken and courses needed to satisfy each requirement
- Click on course names for course descriptions and prerequisite info
- Meet with an advisor to select courses based on career and transfer goals

### To enroll in a class using the class number from the credit schedule (ex., 1009):

- Self Service > Student Center
- Under Academics heading, click on Enroll
- Select semester if option appears; click Continue
- Enter Class Number (4-digit for Fall/Spring, 3-digit for Summer; click Enter
- Review course info; if correct click Next
- You can add more classes or click Proceed to Step 2 of 3
- Review schedule, then click Finish Enrolling to complete the registration process
- Print a copy for your record

## Making Changes

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Schedule changes/withdrawals: You can drop/add on the Web. You can also make changes in person at Registration & Records.

### To drop a credit course/adjust your schedule:

- From **Student Center**, under **Academics**, click on **Enroll**
- Click **drop** from the menu under the Enroll tab
- Select semester (term) if option appears; click **Continue**
- Click the box in front of the class you wish to drop
- Click **drop selected classes**
- Confirm course to be dropped is correct
- Click **Finish Dropping**
- Click on **My Class Schedule** (top of page) to verify schedule changes
- Add a class, if needed, using directions above

**Please note: Dropping a class after the published drop/add dates does not remove account charges. To review whether to drop a class go to [frederick.edu/admissions/registration-records/withdrawal-advising.aspx](http://frederick.edu/admissions/registration-records/withdrawal-advising.aspx).**

### Name changes

The Name Change form is an electronic form available online or at the Welcome Desk in Jefferson Hall.

### Address changes

The Address Change form is an electronic form available online.

### Academic plan changes

The Change of Major form is an electronic form available online.

### Canceled courses

FCC reserves the right to cancel courses due to insufficient enrollment. You will be notified via your MyFCC email account by the academic department if your class is canceled. You will receive a full refund.

# Academic Assessment and Placement Policy and Procedures

## I. Philosophy and Scope

Frederick Community College ("FCC" or the "College") is committed to supporting student success by ensuring appropriate course placement using a series of computer-based assessment tests that measure individuals' reading, writing, and math skills. Minimum placement scores, known as cut scores, are established through statewide agreements. These scores are used to determine college-readiness and placement into specific courses, including developmental, English language acquisition, and college-level courses. Credit courses have prerequisites that include expectations of college-readiness as reflected in the placement scores and/or other pre-established expectations. This policy and procedures outlines placement test requirements, guidelines for placement, and exemptions and exceptions to required placement testing.

## II. Definitions for the Purpose of this Policy and Procedures

- A. **"Certificate-Seeking"** refers to a category of individuals who have declared an intent to follow a sequence of specific credit courses resulting in a formal award of completion of up to 36 credits
- B. **"Courses of Interest"** refers to a category of individuals who seek to take courses listed as credit in the FCC Academic Catalog for personal knowledge or professional development as opposed to the fulfillment of FCC program requirements.
- C. **"Degree-Seeking"** refers to a category of individuals who have declared an intent to follow a prescribed curriculum in a career or transfer program that leads to an associate degree, which is generally sixty (60) credits, unless otherwise specified.
- D. **"Developmental Courses"** refers to courses that prepare students for college-level coursework in reading, writing, English for Speakers of Other Languages (ESOL), and math. Developmental education may include multiple course sequences with students progressing as skills are developed. Students are assigned to developmental courses based on their placement test scores.
- E. **"Enrollment"** refers to the status achieved when an individual has registered for classes and has either paid or made arrangements for payment of tuition and/or fees.
- F. **"Full-time Enrollment"** refers to a student enrolled in twelve (12) or more credits during the fall or spring semesters, or in a total of twelve (12) credit hours cumulatively for the summer session, not inclusive of audited courses.
- G. **"Continuously Enrolled"** refers to the requirement that a student be enrolled continuously with breaks no longer than four (4) consecutive full academic semesters (fall or spring semesters).
- H. **"Readmitted Students"** refers to individuals who have not attended FCC within the past two years and have reapplied for admission to the College.
- I. **"Transfer student"** refers to an individual who has attended another institution of higher learning after high school graduation or equivalency, and who may seek to receive credit for prior college coursework.
- J. **"Prerequisites"** refers to expectations that must be met before enrollment in a course is allowed.

## III. Responsible Senior Leader and Responsible Office

Provost/Executive Vice President of Academic Affairs,  
Continuing Education, and Workforce Development

## IV. Entities Affected by this Policy and Procedures

- FCC currently enrolled and prospective students
- FCC faculty, staff and administrators

## V. Placement Testing Requirements

- A. After applying to the College, placement tests are required for:
  1. Individuals who are first-time college students who are seeking a degree or certificate, whether they enroll full-time or part-time.
  2. Individuals planning to take their first English or mathematics course.
  3. Currently enrolled students seeking a degree/certificate, whether enrolled full-time or part-time, who have not been tested in the past or whose placement scores and/or exemptions have expired.
  4. Transfer or readmitted individuals who have not completed a college-level math and/or English course.
  5. Individuals who are designated as Courses of Interest students and wish to enroll in courses with prerequisites of reading, writing, ESOL, or mathematics.
  6. Individuals who change their designation from Courses of Interest to certificate or degree-seeking.
  7. Individuals who are registering for non-credit courses with prerequisites of reading, writing, ESOL, or mathematics that are provided through contract training or offered in the Continuing Education and Workforce Development (CEWD) course schedule.
- B. Upon completion of all required placement tests, individuals are required to consult with an advisor to develop a degree, certificate, or appropriate plan for completion, including course selection. Individuals will choose courses based on their placement scores and their individual career and college goals.
- C. Placement tests are not required for individuals as noted under Section V "Exceptions and Exemptions to Required Placement Testing."

## VI. Placement Guidelines

- A. Unless otherwise indicated, placement scores are determined using Accuplacer academic assessments.
- B. Placement scores will be valid for two years after the date of taking the placement tests.
- C. Minimum cut scores have been determined for college-readiness in reading, writing, and mathematics.
- D. Non-native English speakers and some world English speakers will take the Accuplacer ESL test to determine reading and writing placement scores.
- E. Individuals with documented disabilities as verified by the Services for Students with Disabilities Office will receive reasonable accommodations while completing the required placement tests.
- F. Individuals are permitted to retest once per Accuplacer assessment, no sooner than twenty-four (24) hours after the initial assessment.
- G. Students who are continuously enrolled will not be permitted to retest once they have started attending developmental or English language acquisition course(s).
- H. Readmitted students must either retest or complete the developmental or English language acquisition course(s) as stipulated in the current FCC Academic Catalog.
- I. Individuals who demonstrate college-readiness as stipulated in Section V "Exceptions and Exemptions to Required Placement Testing" will be eligible to enroll in the appropriate credit-level courses according to their specific college-readiness scores.



## VII. Exceptions and Exemptions to Required Placement Testing

- A. Individuals transferring from an accredited U.S. institution of higher education who present unofficial and/or official transcripts indicating successful completion (cumulative 2.00 GPA or higher) of the equivalent of at least twelve (12) college credits will be exempted from the reading placement test, if six (6) credits are general education courses.
- B. Individuals will be exempted from the reading and writing placement tests if they provide evidence of successfully completing one or more of the following:
1. The equivalent of FCC course ENGL 101 or the first college-level English composition course at an accredited U.S. institution or credit through DANES Subject Standard Tests (DSST), or College-Level Examination Program (CLEP).
  2. The Advanced Placement (AP) test with a score of 3 or higher in English Language and Composition or English Literature and Composition. AP test scores are valid for five years from the test date.
  3. The International Baccalaureate (IB) exams with a grade of 4 or above in one or more of the following exams: Language A Literature SL or HL, and/or Language A: Language & Literature SL or HL. IB test scores are valid for five years from the test date.
  4. English 10 or 11 PARCC score of Level 4 or 5. This score is valid for one year after an individual's date of high school graduation.
  5. The GED® Reasoning Through Language Arts test with a score of 165 or higher. GED® scores are valid for one year from the test date.
- C. Individuals will be exempted from the math placement tests if they provide evidence of successfully completing one or more of the following:
1. A general education math course, at the college level, at an accredited U.S. institution or credit through DSST or CLEP.
  2. The Advanced Placement (AP) test with a score of 3 or higher in Calculus AB, Calculus BC, or Statistics. AP test scores are valid for five years from the test date.
  3. The International Baccalaureate (IB) exams with a grade of 4 or above on one or more of the following exams: Mathematical Studies, Mathematics SL or HL and/or Further Math. IB test scores are valid for five years from the test date.
  4. Algebra II PARCC score of Level 4 or 5, or a Geometry PARCC score of Level 4 or 5 for juniors completing Geometry. This score is valid for one year after an individual's date of high school graduation.
  5. The GED® Mathematical Reasoning test with a score of 165 or higher. GED® scores are valid for one year from the test date.
- D. Individuals from Frederick County Public Schools (FCPS) who successfully completed the following math courses are exempt from taking the math placement tests. This exemption is valid for one year after the individual's date of high school graduation.
1. Algebra II with an A or B completed within the past two years are eligible to enroll in an appropriate college-level, credit-bearing math course (with the exception of pre-calculus or higher).
  2. Intermediate Transitional Algebra with an A or B and earn the designated score on an FCC-approved college-readiness exam are eligible to enroll in a college-level, non-STEM, credit-bearing math course.
3. Pre-Calculus or higher level math course with an A, B, or C are eligible to enroll in the equivalent college-level credit bearing course.
  4. Designated transition math modules and earn the designated score on an FCC-approved college-readiness exam are eligible to enroll in a college-level, non-STEM, credit-bearing math course.
- E. Individuals from FCPS who successfully completed English 12 with a reading comprehension Lexile score of 1050 or higher on the HMM Reading Inventory, 80% or better on Vocabulary in Context assessments, 80% or better on the Performance Product Portfolio, and earn a final grade of A or B will be exempted from the reading and writing placement tests. They will be deemed college-ready in reading and writing and will be eligible to enroll in ENGL 101. This exemption is valid for one year after the individual's date of high school graduation.
- F. Individuals who have provided a copy of their SAT/ACT scores that meet the exemption criteria set by statewide agreements will be exempted from individual placement tests. SAT and ACT scores are valid for five years from the test date.
1. Individuals with an SAT Mathematics score of 500 or higher when taken before 8/1/17 or 530 or higher when taken after 8/1/17 are exempted from math placement testing.
  2. Individuals with an ACT Mathematics score of 21 or higher are exempted from math placement testing.
  3. Individuals with an SAT Critical Reading score of 500 or higher when taken before 8/1/17 or an Evidence-based Reading & Writing score of 480 or higher when taken after 8/1/17 are exempted from reading and writing placement testing.
  4. Individuals with an ACT reading score of 21 or higher average on the English Test & Reading Test scores are exempted from reading and writing placement testing.
- G. Individuals who provide an official copy of the TOEFL (Test of English as a Foreign Language) score transcript and who score a 575 or higher on the paper-based test, a 233 or higher on the computer-based test, or a score of 90 or higher on the internet-based test are exempted from the reading, writing, and ESL placement tests. TOEFL scores are valid for two years from the test date.
- H. Individuals who provide a copy of their official Accuplacer or alternative placement test score(s), and meet the FCC placement criteria that exempts them from developmental reading, writing, and/or mathematics, will also be exempt from the corresponding FCC placement tests. These scores are valid for two years from the test date. The Associate Vice President for the Center for Teaching and Learning or their designee will evaluate the scores and assign course placement(s) based on FCC standards.
- I. Individuals who have provided an unofficial transcript indicating satisfactory completion (at a C or better) of the highest-level developmental course work in reading, writing, and/or mathematics at another Maryland community college or accredited Maryland four-year college/university are exempted from corresponding placement tests. Reading and writing placement exemptions do not apply to ESL course work.
- J. Visiting students from other institutions who present a "Permission to Enroll" form will have prerequisites waived for the courses certified by the sending institutions. No placement exemption will be entered.

The College continues to closely monitor and carefully assess the impact COVID-19 has on our operations and instruction. Modifications to the traditional College procedures, as outlined in the following sections, may be necessary. Please refer to the Directory on page 14 for contact information and [frederick.edu/Covid-19](https://frederick.edu/Covid-19) for updates.

- K. Individuals who have provided an official transcript indicating they have been awarded an associate degree or higher, from an accredited U.S. institution will be exempted from placement testing.
- L. Students who have successfully completed an FCC-approved academic intervention will be permitted one additional retest for a total of three placement test attempts, unless otherwise permitted by a specific FCC program.
- M. Individuals enrolled in FCPS or another school with a dual enrollment agreement with the College who wish to participate in dual enrollment may take the placement tests twice. Individuals may retake the placement test a third time within six months of high school graduation, with an unofficial transcript or report card indicating successful completion of grade 12 English and /or math, and verification of their placement testing records by the Testing Center.
- N. Individuals who are otherwise exempted by the Associate Vice President for the Center for Teaching and Learning or their designee.
- O. Individuals who are juniors, seniors, and/or graduates of Maryland Public High Schools and present a transcript that verifies a cumulative, unweighted high school GPA of 3.0 or better will be exempt from taking the reading, writing, and mathematics placement testing. This measure does not apply to grades earned in English as a Second or Other Language (ESL/ESOL) courses. This GPA exemption will be valid for five years after the date of the individual's high school graduation.

## VIII. Related Policies and Procedures

Academic Standards

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The official version of the College Academic Assessment and Placement Policy and Procedures is located on [frederick.edu](http://frederick.edu) and is currently under review.

## Determination of Residency for Tuition Purposes Policy and Procedures

### I. Philosophy and Scope

The determination of residency or domicile is governed by the Frederick Community College Board of Trustees in accordance with Maryland State and Federal law. A student's residence for tuition determination is assessed at the time they apply to the College. The burden of proof of residency is to be upon the student, and they will be required to certify by signature to the accuracy of the information provided to the College.

As an open-admission institution, Frederick Community College grants admission to all students regardless of citizenship or immigration status.

Students' tuition rate will either be in-county, out-of-county, or out-of-state for tuition purposes. The following procedure applies to both full and part-time students. (See related Tuition and Fees Policy and Procedures.)

A student's determined residency status will be used in the evaluation process for Selective Admission Programs.

### II. Definitions for the Purpose of this Policy and Procedures

- A. **"Domicile"** refers to the permanent place of abode, where physical presence and possessions are maintained with the intention of remaining indefinitely; or the permanent place of abode of any person or persons contributing more than 1/2 of the student's financial support during the most recently completed year. Only one domicile may be maintained by a student.

- B. **"Maryland resident"** refers to an individual who has maintained a domicile in Maryland for at least three (3) months before enrolling in a course(s).
- C. **"Student"** refers to an individual who is registered at the College, either full or part-time, in a credit or continuing education class or classes who has either paid or made arrangement for payment of tuition and/or fees.
- D. **"Military Personnel"** refers to service members who are part of the Maryland National Guard, Reserves, or an active-duty unit.

#### E. In-County:

- 1. **"Non-dependent Maryland resident students"** refers to in-county residents if, at the time of their application, are domiciled in Frederick County for three (3) consecutive months prior to application.
- 2. **"Dependent Maryland resident students"** refers to an unmarried individual claimed by parent(s) or guardian(s) as an income tax exemption in the previous taxable year and are considered to be "in-county" residents if, at the time of their application, their parent(s) or guardian(s) are domiciled in Frederick County for three (3) consecutive months prior to application.

#### F. Out-of-County:

- 1. **"Non-dependent Maryland resident students"** refers to out-of-county residents in the State of Maryland if, at the time of their application, they are domiciled in another county in the State of Maryland, or if they have lived in Frederick County less than three months.
- 2. **"Dependent Maryland resident students"** refers to out-of-county residents in the State of Maryland if, at the time of their application, their parent(s) or guardian(s) are domiciled in another county in the State of Maryland, or if they have lived in Frederick County less than three months.

#### G. Out-of-State:

- 1. **"Non-dependent students"** refers to residents of another state if, at the time of their application, they are domiciled outside of the State of Maryland, or if they have lived in Frederick County less than three months.
- 2. **"Dependent students"** refers to residents of another state if, at the time of their application, their parent(s) or guardian(s) are domiciled outside of the State of Maryland, or if they have lived in Frederick County less than three months.
- 3. **"Non-U.S. Citizens"** refers to students who indicated that they are not U.S. Citizens. At the time of application, they are coded out-of-state but may be eligible for in-state or in-county tuition. (See Section VI. International, Foreign National, and Immigrant Students.)

### III. Responsible Senior Leader and Responsible Office

Vice President for Learning Support

Office of the Vice President for Learning Support

### IV. Entities Affected by this Policy and Procedures

FCC students



## V. Veterans, Military Personnel, and their Family Members

### A. Military Personnel and their Family Members

1. Military personnel who are stationed, living, or domiciled in Maryland, and their spouses and dependents, are considered residents of Frederick County and granted in-county tuition. If the service member moves out of the state, the service member, dependents, and spouse remain eligible for in-county tuition as long as they stay continuously enrolled in courses at the College. All verification documentation can be submitted by email to Veteran and Military Services at veterans@frederick.edu.
2. Individuals who have relocated to Maryland as a result of the Base Realignment and Closure process (BRAC), will be granted a waiver of the three (3) months residency requirement. The individual or their family member must present a letter from an employer on company letterhead, confirming that their relocation to Maryland and/or Frederick County was a result of the BRAC process to Registration and Records in-person to Jefferson Hall or by email to registration@frederick.edu. For purposes of determining tuition rates, eligible individuals and dependents will be treated as in-county residents if they locate in Frederick County; they will be treated as out-of-county but in-state residents if they locate outside of Frederick County but within Maryland.

### B. Veterans and their Family Members

Any veteran or service member using the Post-9/11 G.I. Bill (Chapter 33), Montgomery G.I. Bill-Active Duty (Chapter 30), or Veteran Readiness and Employment (Chapter 31) who enrolls in courses at the College following a period of active duty service of 90 days or more is considered a Frederick County resident and granted in-county tuition regardless of their formal state of residence.

Any dependent or spouse using transferred Post-9/11 G.I. Bill benefits (Chapter 33), Dependents' Education Assistance (Chapter 35), or the Marine Gunnery Sergeant John David Fry Scholarship, is considered a Frederick County resident and granted in-county tuition regardless of their formal state of residence.

Any veteran, spouse, and dependents (not using a VA education benefit) who are living or domiciled in Maryland are considered residents of Frederick County and granted in-county tuition. If the veteran moves out of the state, the veteran, spouse, and dependents remain eligible for in-county tuition as long as they stay continuously enrolled in courses at the College.

## VI. International, Foreign National, and Immigrant Students

A foreign national lawfully eligible for study in the United States may be considered a resident for tuition purposes if the student meets the domicile requirements stated in this procedure. A foreign national lawfully admitted to the United States on a visa type with a corresponding "date-certain" authorized stay may not be considered a resident for tuition purposes. A foreign national lawfully eligible for study in the United States on certain visa types with an indeterminate authorized stay may be considered as a Maryland resident for tuition purposes, if the domicile requirements of this procedure have been satisfied.

The following visa status types determine residency as indicated:

VISA		
A	Diplomats, family, staff	In-County
B	Temporary visitor	See (c) below
C	Aliens in transit	Out-of-State
E	Treaty trader-Taiwan only	In-County
F	Student and dependents	Out-of-State
G	Representative of a world organization	In-County
H1 and H4	Temporary worker and dependents	In-County
H2 and H3	Other specialty workers	Out-of-State
I	Foreign media/journalist	In-County
J	Exchange visitor, Au pair, scholar	Out-of-State
K	Fiancé of U.S. citizen/ Frederick County resident	In-County
L	Intra-company transferee	In-County
M	Foreign vocational student, dependents	Out-of-State
R	Religious worker	In-County
TN	Professionals under NAFTA agreement	Out-of-state
V	Spouse or child of permanent resident	In-County
Permanent Resident; Green Card; Refugee, Asylee		In-County

- A. Individuals in "B Temporary Visitor Status" are not allowed to engage in a course of study leading to a degree or academic certificate. In certain cases, B visa holders can participate in courses which are recreational and do not lead to a degree. Out-of-state tuition rates will apply.
- B. Students who are in the category of "Deferred Action Childhood Arrivals" (DACA), or "Temporary Protected Status" (TPS) are eligible to establish in-state/in-county residency for tuition purposes. Being eligible for in-county or in-state tuition does not alter your immigration residency status. U.S. residency status is processed, determined and completed by the U.S. government.
- C. In-county residency status for eligible "International/Foreign National Students" must meet the same three (3) months requirements and proof of residency documents as all other students.
- D. An individual's immigration status may not preclude award of MD residency under this policy if the individual has the legal capacity to establish domicile in Maryland.

## VII. Maryland Dream Act

- A. Students who have met the eligibility requirements outlined in the Maryland Dream Act will be granted the opportunity to receive in-county tuition. The student must present an affidavit to Registration and Records within the Enrollment Center located on the first floor of Jefferson Hall stating that they will file an application to become a permanent resident within 30 days of becoming eligible to do so.

- B. Students who live in Frederick County or in Maryland and qualify for in-county or in-state tuition, as outlined by the Maryland Dream Act, will remain undocumented immigrants. U.S. residency status is processed, determined and completed by the U.S. government.

## VIII. Reclassification of Residency for Tuition Purposes

- A. Students requesting a reduced tuition rate based on a change of address must submit proof of actual address change as defined in Section VIII by completing the online "Change of Address" form. The proof of residency and "Change of Address" form can also be submitted in print by one of the following ways:
1. in-person to Registration and Records within the Enrollment Center located in Jefferson Hall,
  2. through assigned "myFCC" email account by emailing [registration@frederick.edu](mailto:registration@frederick.edu)
  3. by fax (301.624.2799), or
  4. via U.S. postal mail to Registration and Records.
- B. Students requesting a reduced tuition rate based on Visa status can do so by completing the online "Tuition Rate Change" form. The "Tuition Rate Change" form can also be submitted in print by one of the following ways:
1. in-person to Registration and Records within the Enrollment Center located in Jefferson Hall,
  2. through assigned "myFCC" email account by emailing [registration@frederick.edu](mailto:registration@frederick.edu)
  3. by fax (301.624.2799), or
  4. via U.S. postal mail to Registration and Records.
- C. Request for change in residency classification for tuition purposes must be submitted prior to the "last day to add" for the first session for which the student is enrolled in order to be changed for that session. Residency determination for tuition purposes is term specific and not retroactive. A student who moves to a different residence during a semester and provides proof after the "last day to add" will have their residency adjusted for the following semester.
- D. If there has been a change of address that affects residency, tuition will be adjusted for the following semester as follows:
1. A student moving to a higher tuition rate based on their residency will have their residency determination for tuition purposes automatically changed to reflect their new residency status.
  2. A student moving to a lower tuition rate based on their residency will bear the burden of proof of the new residency status.

## IX. Proof of Residency

In accordance with Maryland State and Federal Law, any of the following factors will be considered to be proof of legal residency:

- A. Substantially uninterrupted presence, including the months when the student is not in attendance at the college, as evidenced by ownership or rental of living quarters in which the student resides. (12-month lease or mortgage)
- B. Payment of Maryland state and local income taxes. (MD 502 Tax Form)
- C. Registration to vote in Frederick County and/or the state. (Voters Registration Card)
- D. Registration of a motor vehicle in the state, with a local address specified, if the person owns such a vehicle. (Motor Vehicle Registration Card)

- E. Possession of a valid Maryland driver's license, with a local address specified, if the person is licensed anywhere to drive a motor vehicle, or a valid Maryland MVA-issued ID. (Driver's license or MVA issued ID card)
- F. Active duty military personnel, honorably discharged veterans, spouses and dependents who reside, are stationed, or domiciled in Maryland are exempt from the 3-month requirement and are considered in-county once proof is shown. (Military orders, letter from Education Officer, DD214 and any of the residency factors listed above).

## X. Appeals and Exceptions to Residency Classification for Tuition Purposes

Students who intend to appeal their residency classification may do so by appealing in writing, to the College Registrar. Appeals must be accompanied by appropriate evidence of your actual residence. Your appeal must be received before the end of the third week of classes in the fall and spring semesters, and the first week of summer and winter terms. Any changes received after these deadlines will be effective the following semester.

Students who are in unstable housing situations may be eligible for adjusted tuition based on residency classification for tuition purposes. Contact the Registrar to discuss potential ways and documentation to prove residency.

## XI. Related Policies and Procedures

Admissions

Tuition and Fees

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The official version of the College Determination of Residency for Tuition Purposes Policy and Procedures is located on [frederick.edu](http://frederick.edu) and may be revised annually. Revisions to this policy took effect July 1, 2021.

## In-county Tuition Rate for Employees of Frederick County Business & Industry

FCC offers in-county tuition rates for students working within Frederick County. Employer must offer a tuition reimbursement program to employees. For details please call the Student Finance Office at 301.846.2456 or email [studentfinance@frederick.edu](mailto:studentfinance@frederick.edu).

## Veteran and Military Educational Benefits

FCC is approved by the Maryland Higher Education Commission to train eligible veterans, dependents, and active duty personnel. If you are not sure what type of VA benefits you qualify for, you may contact the VA Regional Office's toll-free number 1.888.442.4551 or visit the VA website at [gibill.va.gov](http://gibill.va.gov). To learn more about the FCC services available to veterans and their families, please visit [frederick.edu/veterans](http://frederick.edu/veterans). This website includes links for more comprehensive information.

FCC contact for GI Bill use: Amy Coldren, Director of Veteran and Military Services, [acoldren@frederick.edu](mailto:acoldren@frederick.edu).

For information regarding the use of military tuition assistance (TA), the Maryland National Guard waiver, or MyCAA, please contact the Veteran and Military Services office (A109) or 301-624-2836.



## Student Refunds

Eligibility for a tuition refund is based on the date of your withdrawal. See the Academic Sessions on page 1 for those dates. The student refund process begins after the second week of classes. Students who pay with a credit card will be refunded directly back to the card. All Financial Aid and scholarship refunds greater than 60 days and all other academic refunds will be refunded through BankMobile to a selected bank account. Visit [refundselection.com](http://refundselection.com) to set up your banking information to ensure your refund preference is activated. For more information, please contact Student Finance at 301.846.2456 or BankMobile at 1.877.405.1856. Additional information regarding tuition refund appeals is shown in the Tuition and Fees Policy and Procedures.

If you purchased course materials from the FCC Bookstore for a class you have dropped, and want a refund, please visit [bookstore.frederick.edu](http://bookstore.frederick.edu) and submit a Return Request Form. Requests for refunds are submitted at the time the course is dropped. Complete details are available online.

## Senior Citizen Tuition Benefit Policy

Students age 60 and older who are Maryland residents may take classes on a graded or audit basis at FCC if they register beginning July 30, 2022 for Fall 2022 semester. Students receiving this Tuition Benefit must meet all the required course prerequisites. Students must pay fees. See the Tuition & Fees on page 2 for an explanation of fees and payment due dates. You can register before this date to reserve space, but you will have to pay full tuition and will not be eligible for the tuition-free benefit. There is no waiver of fees.

## Students with Disabilities with Tuition Waiver

HB104, enacted by the 2011 Maryland General Assembly, redefines the tuition waiver for community college students with disabilities as those out of the work force by reason of total and permanent disability. HB104 supersedes previous legislation and proposes significant changes to Section 16-106c of the Education Article, Annotated Code of Maryland. HB53, effective July 1, 2012, allows for Continuing Education & Workforce Development students to receive disability waivers for qualifying classes. *Eligibility for this tuition waiver is as follows:*

Any resident of Maryland who is out of the workforce due to total and permanent disability who enrolls in a class that has at least ten regularly enrolled students is exempt from payment of tuition as defined in Section 16-106, Education Article, Annotated Code of Maryland.

An individual can take up to 12 credits per semester if enrolled in classes as part of a degree or certificate program designed to lead to employment. Individuals not enrolled in a degree or certificate program will be limited to six credits per semester.

### In order to receive this waiver of tuition:

1. An individual must provide the College with certification of their total and permanent disability from the Social Security Administration, the Railroad Retirement Board, or in the case of a former federal employee, the Office of Personnel Management.
2. Individuals enrolled in a degree or certificate program must apply for any state or federal student financial aid. Payment for all course fees will be required in order to have classes held. Please refer to the payment chart listed within the Financial Aid section.
  - a. Any student financial aid, other than a student loan, received by the student shall be applied first to pay the individual's tuition.
  - b. The waiver shall apply to the difference, if any, between the charge for tuition and the financial aid award, not including a student loan that the individual receives.

## FINANCIAL AID

The Financial Aid Office at Frederick Community College is committed to providing a high level of service to support students in achieving their academic goals by helping to remove the financial barriers to college attendance. Our Financial Aid staff (301.846.2620) can help you consider all options and sources for funds including scholarships, grants, work-study opportunities, and different types of loans.

Students can only receive financial aid for courses that are required for their declared degree program. Students are encouraged to meet with an academic advisor to ensure they are enrolled in required course work.

### Application Process

1. Complete the 2022-2023 Free Application for Federal Student Aid (FAFSA) online at [fafsa.gov](http://fafsa.gov) and list the school code in step 6 (002071). **Deadline to apply is June 30, 2023.**
2. Upon receipt of your FAFSA data, Financial Aid will contact you regarding eligibility and/or to request additional documentation. Students who are selected for verification will be required to submit additional documentation such as IRS Tax Transcript. Students should check their "To Do" list in PeopleSoft under the TASKS tile for a list of required documents. It is strongly recommended that requested documentation be faxed or emailed at 301.624.2886 or [financialaid@frederick.edu](mailto:financialaid@frederick.edu).
3. Students who wish to pursue their student loan eligibility are required to complete additional steps. The loan application process is outlined at [www.frederick.edu/cost-financial-aid/financial-aid/direct-loan-information-application-process.aspx](http://www.frederick.edu/cost-financial-aid/financial-aid/direct-loan-information-application-process.aspx).

If you apply after the deadline and your file has not yet been processed, it is your responsibility to make payment arrangements. Detailed information on all financial aid programs can be found at [frederick.edu](http://frederick.edu) under Paying for College.

### Attendance Requirement

Students receiving financial aid must attend courses to qualify for their awards. Failure to attend will result in the student owing a balance with the College. Students will no longer be administratively expunged for non-attendance and must drop their courses prior to the 100% refund date for their sessions if they do not attend.

### Recommended deadlines for the Fall 2022 semester:

A financial aid file is considered complete when all required documents have been received. Students will be able to view their financial aid awards in PeopleSoft. For students who have a complete file but have not yet been awarded by the payment due date there are payment plan options available, and based on your file, you may qualify for the Pending Financial Aid payment plan until classes begin.

If you register for classes between	FAFSA and all required documentation must be completed by
April 15 - August 5	July 1, 2022
August 6 - August 20	July 1, 2022
August 21 and after	Must pay in full or enroll in payment plan

\* Please refer to pages 2-3 for payment deadlines and drop zone information.

## Maryland State Scholarships

Information about the application process and important deadline dates for MD State Scholarships please check: [www.mhec.state.md.us](http://www.mhec.state.md.us).

It is important that each student create a MDCAPS account on the portal to receive information about Maryland State scholarships and to view requested documents.

## Pending Financial Aid Payment Plan

This is an option for you if:

- FCC has received your 2022-2023 FAFSA and you have a valid EFC (Expected Family Contribution)
- You have submitted all required items on your “to do” list in Peoplesoft
- You are not suspended from financial aid; and
- You are not in default on a prior student loan

Note: Please allow 48-72 hours for FCC to receive your FAFSA after you complete at [fafsa.gov](http://fafsa.gov).

## Fall 2022 Pending Financial Aid Payment Plan

Last day to enroll online	Required down payment	Number of payments	Months of payments
September 15	None	3	Oct 1 - Dec 1

If award showing in PeopleSoft is greater than your tuition balance, no further action is needed.

If less, you must pay the difference in full or sign up for the pending financial aid payment plan by the due date to avoid the Drop Zone. Dates are on page 2.

If you have an incomplete file, you must sign up for the regular payment plan by the due date to avoid the Drop Zone or pay in full.

If you have a completed file but are waiting for the award, you must sign up for the pending financial aid payment plan by the due date or pay in full to avoid the Drop Zone. Log into PeopleSoft as you may qualify for the deferred pending aid payment plan.

If you sign up for the pending financial aid payment plan, you are responsible for charges not covered by financial aid.

## Scholarships

FCC offers institutional scholarships. Students can apply using the online system which is located on the financial aid page at [frederick.edu](http://frederick.edu). The Academic Works system is open for applications:

- April 1 - June 30, 2022 for Fall 2022 semester

Contact Michael Thornton, Scholarship Program Manager in the FCC Foundation Office, 301.846.2438 to explore your options.

## Disability Access Services (DAS)

The College provides support services to students with disabilities. The specific needs of each student are considered on an individual basis. Students with disabilities are encouraged to contact the Disability Access Services (DAS) Office as early as possible after applying for admission. Reasonable accommodations, based on student request and disability documentation submitted, may be approved for classes and placement testing, if applicable. Students in need of sign language interpreting services should contact the Coordinator for Interpreting Services a minimum of two weeks prior to the beginning of classes to ensure services are in place.

## Contact Information:

Disability Access Services (DAS)  
301.846.2408; [DisabilityServices@frederick.edu](mailto:DisabilityServices@frederick.edu)

Coordinator for Interpreting Services: 301.846.2476 (Voice),  
240.578.0844 (Text) or via email at [Interpreting@frederick.edu](mailto:Interpreting@frederick.edu)

## Family Educational Rights & Privacy Act of 1974 (FERPA)

FERPA, commonly known as the Buckley Amendment, was issued by the Department of Health, Education and Welfare in the 1976 Federal Register. The regulations were transferred to the Department of Education when it was established and codified in Part 99 of Title 34 of the Code of Federal Regulations.

The purpose of FERPA is to afford certain rights to students concerning their educational records. FERPA applies to all schools that receive funding under most programs administered by the Secretary of Education. Most postsecondary institutions, both public and private, generally receive such funding and must, therefore, comply with FERPA.

FERPA applies to all education records maintained by a postsecondary institution, or by any party acting for the institution, which are directly related to the student. These include, but are not limited to, assessment test scores, academic standing, rosters, class schedule, or any information that would make the student's identification easily traceable. FCC may release directory information, which includes student's name, dates of attendance, and enrollment status—see the FCC catalog for a complete list.

Students wishing to restrict directory information or grant additional access must contact Registration and Records (in writing) with their request. There is no expiration date for these access exceptions. Contact Registration and Records for additional information.

The Consent to Release Student Educational Records is an electronic form available online at [www.frederick.edu/admissions/registration-forms.aspx](http://www.frederick.edu/admissions/registration-forms.aspx).

## BOOKSTORE

The Bookstore is located at the main entrance of the Student Center. Visit us online at [bookstore.frederick.edu](http://bookstore.frederick.edu) for the most current information on store hours, course material requirements, and buyback. In addition to in store pickup of online orders, smart locker pickup in the Student Center lobby and ship to address are available. You may also visit us in person for help placing course material orders at our convenient self service kiosks.

## DINING SERVICES

Dining Services manages the Cougar Grille, Smooth Joe's, and College catering services, and oversees College vending.

FCC meal cards may be used at the Cougar Grille and Smooth Joe's. Purchase a meal card at the Bookstore, the Cougar Grille, Smooth Joe's, or at [frederick.edu/dining](http://frederick.edu/dining). Eligible students may purchase meal cards using financial aid (certain restrictions apply). Meal cards funded by financial aid must be purchased at the Bookstore during the first two weeks of the semester.

Visit [frederick.edu/dining](http://frederick.edu/dining) for hours and additional information. Contact Dining Services at 301.624.2738 or [diningservices@frederick.edu](mailto:diningservices@frederick.edu).

## No Cost / Low Cost Textbooks

FCC is committed to making college more affordable with more faculty adopting lower cost textbook options.



Within this schedule, if a course has this icon, it means some or all sections of the course utilize textbook materials for less than \$40 and/or free Open Educational Resources. For the textbooks or materials required for the course, please check [bookstore.frederick.edu](https://bookstore.frederick.edu). Certain no/low cost textbook courses (e.g., science labs, art studio classes) have textbooks available for less than \$40 but may require purchase of additional course materials and supplies.

*When you register for classes, check the notes section to see if the course offers a No Cost/Low Cost textbook option.*



## General Education Courses



This symbol indicates a general education course. The general education CORE is designed to introduce undergraduates to the fundamental knowledge, skills and values which are essential to the study of academic disciplines, to the pursuit of life-long learning and to the development of educated members of the community and the world. A full list of general education offerings for Fall 2022 are located on page 16.

## Cultural Competence Requirement



Developing cultural competence is essential for living and working in a diverse democratic society. As part of the College degree requirements, students must complete a class that is designated a cultural competence course. This symbol indicates a course that will fulfill the cultural competence requirement. A full list of cultural competence offerings for Fall 2022 are located on page 17.

## FCC Transcript Services (outgoing transcripts)

### Current FCC Students

Current students may access their unofficial transcripts through their myFCC Student Portal in their PeopleSoft\* account under the Academic Records Tile.

(1) Login to PeopleSoft, (2) Click on the Academic Records tile, and (3) Select View Unofficial Transcript

\* Current students may also view their grades, course history, and use the link to request an official transcript on the Academic Records tile through their PeopleSoft account.

### Official FCC Transcripts for Undergraduate/Credit Classes

Registration & Records is pleased to announce a convenient, expedited transcript service for current and former students. Through a partnership with Parchment, students can order their official transcripts online to be sent electronically or through the mail (USPS).

All students (both current and former students) will use the FCC Parchment Services to request official transcripts. Parchment is an electronic transcript ordering service to process electronic transcript requests. Once you've created an account with Parchment, you can access your account at any time to request additional transcripts or view and track your transcript orders.

**Login to Parchment** – Through a simple, secure registration system, current students and alumni, set up an account (new users) or login to Parchment (returning users). Students pay \$5.00 for electronic delivery per transcript and \$7.50 for transcripts sent through the mail. Students can expect transcripts requested through Parchment to be processed within 24 hours. Student who are waiting for grades or for degree/certificates to be awarded should view their unofficial transcript in PeopleSoft before placing an order. No refunds will be issued for orders requested prior to the posting of grades/diplomas/certificates/LORs.

For information on outgoing transcript services, please visit [frederick.edu/current-students/transcript-services](https://frederick.edu/current-students/transcript-services)  
For further assistance, please contact [TranscriptRequest@frederick.edu](mailto:TranscriptRequest@frederick.edu).

### Official CEWD (Continuing Education and Workforce Development) Transcripts

To request a Continuing Education (non-credit) transcript, please contact the FCC Registration office at 301.846.2431 or email [TranscriptRequest@frederick.edu](mailto:TranscriptRequest@frederick.edu).





# DIRECTORY

College Information	301.846.2400	assist@frederick.edu
Admissions	301.624.2716	admissions@frederick.edu
Behavioral Health & Wellness	301.846.2469	kmanwiller@frederick.edu
Bess & Frank Gladhill Learning Commons/Library	301.846.2444	<a href="https://answers.frederick.edu">https://answers.frederick.edu</a>
Bookstore	301.846.2463	bookstore@frederick.edu
Career and Academic Planning Services (CAPS)	301.846.2471	emailadvising@frederick.edu
Carl & Norma Miller Children's Center	301.846.2612	childrenscenter@frederick.edu
Center for Student Engagement	301.624.2793	studentengagement@frederick.edu
Center for Teaching & Learning	301.846.2521	rflores@frederick.edu
Continuing Education & Workforce Development	301.624.2888	ceinfo@frederick.edu
Disability Access Services (DAS)	301.846.2408	disabilityservices@frederick.edu
Dual Enrollment/Open Campus	240.629.7886	dualenrollment@frederick.edu
FEMA Program and Transcripts	301.624.2854	emergmgt@frederick.edu
Financial Aid	301.846.2620	financialaid@frederick.edu
Global Learning	301.846.2521	rflores@frederick.edu
Internship & Apprenticeship	301.624.2724	internships@frederick.edu
Office of Student Success Programs	301.846.2483	esmith@frederick.edu
Online Learning and Instructional Innovations	301.846.2401	kjacob@frederick.edu
Prior Learning Assessment	301.846.2587	rdavis@frederick.edu
Registration & Records	301.846.2431	registration@frederick.edu
Security	301.846.2453	security@frederick.edu
STEM Learning Center	240.629.7839	bpenko@frederick.edu
Student Finance (Cashier's Office)	301.846.2456	studentaccounts@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 and Military Services	301.624.2836	veterans@frederick.edu

# PROGRAM CONTACT LIST

## Computing and Business Technology (CBT)

Academic Office Manager (C-220): Doree Lynn Miles	301.846.2505
Accounting, CPA Prep: Mike Martin	301.846.2543
Business Administration, Business Management, Economics: Dr. Karen A. Wilson	301.624.2848
Computer Science, Information Systems Management, STEM (Technology): James Hatch	301.624.2769
Cybersecurity, Information Technology (all options): Kimberly Mentzell	kmentzell@frederick.edu
Legal Studies: Dr. Tracy Parker	301.624.2819

## Communication, Humanities & Arts (CHA)

Academic Office Manager (F-143): Karen Santelli	301.846.2512
American Sign Language: David Martin	240.575.2299
Sign Language Interpreter Prep: Dr. Leslie Puzio	301.624.2783
Art: Wendell Poindexter	301.846.2513
Audio Production: Dr. Todd Campbell	301.624.2844
Communication: Dr. Kathy Brooks	301.846.2635
Mass Communication: Dr. Kathy Brooks	301.846.2635
Graphic Design: Jason Santelli	301.846.2533
Film & Video & Photography: Jason Santelli	301.846.2533
Music: Dr. Michael Gersten	301.846.2566
Theatre: Tad Janes	301.846.2515
World Languages: Ana María Pinzón	301.624.2843

## Construction & Applied Technologies Institute (The Monroe Center)

Building Trades Technology: Chuck LoSchiavo	240.629.7902
Computer Aided Design Technology: Chuck LoSchiavo	240.629.7902
Construction Management Technology: Chuck LoSchiavo	240.629.7902
Administrative Associate (Monroe, MC-152B): Shela Stewart	240.629.7912

## English

Academic Office Manager (H-243): Valerie Fox	301.846.2600
ACCE Coordinator: Dr. Kelly Trigger	301.846.2518
Developmental English: Joe Healey	301.846.2633
Dual Enrollment English Coordinator: Bryan Hiatt	301.846.2511
English: Anne Hofmann	240.629.7926
ENGL101 Coordinator: Dr. Aaron Clayton	301.846.2511
Humanities/Philosophy: Anne Hofmann	240.629.7926

## English for Speakers of Other Languages

Program Manager (E-118): Lama Masri	240.629.7925
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## Health Science

Academic Office Manager (L-101A): Ann Geyer	301.846.2605
Academic Office Manager (L-114G): Beth Lauria	301.846.2524
Director of Nursing Education: Kyla Newbould	301.846.2607
Interim Program Manager, Health & Exercise Science: Dr. Renee Davis	301.846.2587
Medical Assistant: Michele Tertel	301.624.2845
Physical Therapist Assistant: Amelia Iams	301.846.2644
Respiratory Care: Rhonda Patterson	301.846.2528
Surgical Technology: Nancy Dankanich	301.846.2506

## Honors

Dr. Bruce Thompson	301.846.2535
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## Hospitality, Culinary and Tourism Institute (HCTI) (The Monroe Center)

Institute Manager: Elizabeth DeRose	301.846.2404
Administrative Associate (Monroe, MC-152B): Shela Stewart	240.629.7912

## Internship & Apprenticeships

Internship & Apprenticeship Coordinator: Carla Milan	301.624.2724
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## Mathematics

Academic Office Manager (B-228): Jeanne Nesbitt	301.846.2530
Mathematics: Kylenea Cross	240.629.7835
Success, Outreach and Retention (SOAR) Coordinator: Dr. Darrin Berkley	240.629.7838
STEM Learning Center Coordinator: Brian Penko (B-212)	240.629.7839

## Mid-Atlantic Center for Emergency Management & Public Safety (MACEM&PS)

Academic Office Manager (A106-C): Julie Hoyle	40.629.7930
Program Manager: Diana Culp	40.629.7952
FEMA Program Coordinator: Holly Weedon	301.624.2734

## Science

Academic Office Manager (C-118): Sharon Smith	301.846.2510
Science (STEM): Dr. Teresa Calzonetti, Chair	301.846.2557
Health Transfer: Jessica Newnam	301.846.2581
Biology Majors: Tiziana Cavinato	240.629.7949
Non-STEM: Patricia Sheppard	301.846.2577
Biotechnology: Savita Prabhakar	301.846.2564
Chemistry: Debra Ellis	301.846.2555
Engineering: Perry Wood	301.846.2554

## Social Sciences & Education

Academic Office Manager (H-242): Nicole Welch	301.846.2507
Anthropology/Archaeology, Geography, Political Science: Corwin Parker	301.624.2837
Early Childhood Education/Early Childhood Special Education, and Early Childhood Development: Delaine Welch	301.846.2559
Elementary Education/Elementary Special Education, Secondary Education: Delaine Welch	301.846.2559
History: Corwin Parker	301.624.2837
Human Services: Dr. Kristen Wells	301.846.2696
Psychology: Dr. Lisa DiDonato	301.846.2465
Sociology: Corwin Parker	301.624.2837

As staff continue to support College functions primarily through remote access, email remains the primary method of communication. For email addresses, please refer to the staff directory online at <https://apps.frederick.edu/pages/staff.aspx>.

# GENERAL EDUCATION COURSES | FALL 2022 OFFERINGS

## 1. Arts & Humanities

### Arts

#### Music

- MUSC 101 - Music History and Appreciation (3)
- MUSC 103 - Fundamentals of Music (3)
- MUSC 109 - American Popular Music (3)
- ‡ MUSC 201 - Music Cultures of the World (3)

#### Visual Arts

- ARTT 100 - Introduction to the Creative Arts (3)
- ARTT 101 - Foundations of Studio Art I (3)
- ‡ ARTT 103 - The History of Art: Non-Western (3)
- ‡ ARTT 104 - The History of Art: Prehistoric to Early Renaissance (3)
- ‡ ARTT 105 - The History of Art: Renaissance to Modern (3)
- ARTT 106 - Drawing I (3)
- ARTT 113 - Pottery I (3)
- FILM 101 - Introduction to Film (3)

#### Theatre

- THEA 100 - Introduction to Theatre (3)

### Communication

- COMM 101 - Introduction to Communication Studies (3)
- ‡ COMM 102 - Interpersonal Communication (3)
- COMM 103 - Public Speaking (3)
- COMM 103H - Public Speaking (3)
- ‡ COMM 105 - Small Group Communication (3)
- COMM 107 - Career Communication (3)
- COMM 111 - Introduction to Mass Communication (3) Δ
- ENGL 102 - English Composition and Literature (3) \*
- ENGL 102H - English Composition and Literature (3)
- ‡ ENGL 241 - Journalism Publication Practicum (3) +

### Humanities

#### English

- ENGL 101H - English Composition (3)
- ENGL 102 - English Composition and Literature (3) \*
- ENGL 102H - English Composition and Literature (3)
- ENGL 202 - British Literature Eighteenth Century through the Present (3)
- ‡ ENGL 205 - World Literature through 1650 C.E. (3)
- ENGL 214 - The Poem (3) φ
- ENGL 231 - English Language Studies (3)
- ENGL 231H - English Language Studies (3)
- ‡ ENGL 241 - Journalism Publication Practicum (3) +

#### Humanities

- ‡ HUMN 101 - Cultural Identity in America: Race, Class, Gender, and Sexuality (3)
- HUMN 104 - Humanities in a Digital World (3)
- ‡ HUMN 105 - Cultural Studies: Latin America (3)
- ‡ HUMN 107 - Cultural Studies: Asia (3)
- ‡ HUMN 204 - World Religions (3)
- ‡ HUMN 210 - The Language of Hip Hop (3)

#### Languages

##### American Sign Language

- ASLS 121 - American Sign Language I (3)
- ASLS 122 - American Sign Language II (4)
- ‡ ASLS 124 - Introduction to Deaf Community and History (3)
- ASLS 223 - American Sign Language III (4)
- ASLS 224 - American Sign Language IV (4)
- ASLS 225 - American Sign Language V (4)

##### Arabic

- ARBC 101 - Introductory Arabic I (3)

##### Chinese

- CHIN 101 - Introductory Chinese I (4)

##### French

- FREN 101 - Introductory French I (3)

##### German

- GERM 101 - Introductory German I (3)
- GERM 102 - Introductory German II (3)

##### Latin

- LATN 101 - Introductory Latin I (3)

##### Russian

- RUSS 101 - Introductory Russian I (3)
- RUSS 102 - Introductory Russian II (3)

##### Spanish

- SPAN 101 - Introductory Spanish I (3)
- SPAN 102 - Introductory Spanish II (3)
- ‡ SPAN 201 - Intermediate Spanish I (3)
- ‡ SPAN 211 - Spanish Conversation I (3)

#### Philosophy

- PHIL 101 - Introduction to Philosophy (3)
- PHIL 102 - Critical Thinking (3)
- PHIL 105 - Ethics (3)
- PHIL 207 - Biomedical Ethics (3)
- PHIL 208 - Business Ethics (3)

## 2. English

- ENGL 101 - English Composition (3)

## 3. Interdisciplinary & Emerging Issues

### Computer Literacy

- CMIS 101 - Information Systems and Technology (3)
- CMIS 106 - Object Design and Programming (3)

### Emerging Issues

- ‡ ACCE 112 - Academic Engagement Seminar (3)
- ‡ BMGT 281 - Global Awareness in the Work Environment (3)
- EMGT 101 - Disaster, Crisis, and Emergency Management (3)
- ‡ HONR 101 - Honors Academic Engagement Seminar (3)

### Wellness

- HLTH 150 - Health Education (3)
- HLTH 160 - Stress Management (3)
- NUTR 102 - Nutrition in a Changing World (3)
- PHED 165 - Fitness for Living (3)

## 4. Mathematics

- MATH 101 / MATH 101A - Foundations of Mathematics (3)
- MATH 110 - Fundamental Concepts of Mathematics I (4)
- MATH 120 / MATH 120A - Statistics (3)
- MATH 125 - Business Statistics (3)
- MATH 127 - Statistics with Probability (4)
- MATH 145 / MATH 145S - College Algebra (3)
- MATH 165 - Precalculus (4)
- MATH 175 - Applied Calculus (3)
- MATH 185 - Calculus I (4)
- MATH 195 - Calculus II (4)

## 5. Biological & Physical Sciences

- BIOT 101 - Biotechnology and Society (3)
- BIOT 130 - Forensic Biology (4)
- BSCI 100 - Fundamental Concepts of Biology (4)
- BSCI 105 - Human Ecology (3)



BSCI 106 - General Ecology (4)  
 BSCI 107 - Study of the Human Body (3)  
 BSCI 117 - Human Biology (4)  
 BSCI 150 - Principles of Biology I (4)  
 BSCI 160 - Principles of Biology II (4)  
 BSCI 201 - Anatomy and Physiology I (4)  
 BSCI 202 - Anatomy and Physiology II (4)  
 BSCI 223 - Microbiology for Allied Health (4)  
 CHEM 100 - Chemistry and Society (4)  
 CHEM 101 - General Chemistry I (4)  
 CHEM 102 - General Chemistry II (4)  
 PHSC 101 - Survey of Physical Science (3)  
 PHSC 104 - Survey of Oceanography (3)  
 PHSC 104H - Survey of Oceanography (3)  
 PHSC 105 - Survey of Meteorology (3)  
 PHSC 111 - Introduction to Physical Science (4)  
 PHSC 112 - Introduction to Earth Systems Science (4)  
 PHSC 115 - Introduction to Meteorology (4)  
 PHSC 117 - Introduction to Astronomy (4)  
 PHSC 121 - Physical Geology (4)  
 PHYS 121 - Fundamentals of Physics I (4)  
 PHYS 151 - General Physics I (4)  
 PHYS 252 - General Physics II (4)

## 6. Social & Behavioral Sciences

### Anthropology

‡ ANTH 101 - Introduction to Anthropology (3)

### Economics

‡ ECON 200 - Principles of Macroeconomics (3)  
 ECON 202 - Principles of Microeconomics (3)

.....  
 ‡ Course satisfies Cultural Competence Requirement

Δ COMM 111 can be taken to satisfy either the General Education requirement in Arts or in Communication, but not both.

\* ENGL 102 can be taken to satisfy either the General Education requirement in Communication or in Humanities, but not both.

φ ENGL 214 can be taken to satisfy either the General Education requirement in Arts or Humanities, but not both.

+ ENGL 241 can be taken to satisfy either the General Education requirement in Communication or in Humanities, but not both.  
 .....

### Education

EDPS 210 - Human Growth and Development (3)  
 EDUC 110 - Schools and Society (3)

### Geography

GEOG 101 - Elements of Geography (3)  
 ‡ GEOG 102 - Cultural Geography (3)

### History

HIST 101 - History of Western Civilization I (3)  
 HIST 102 - History of Western Civilization II (3)  
 ‡ HIST 121 - World History I (3)  
 ‡ HIST 122 - World History II (3)  
 HIST 201 - History of the United States I (3)  
 HIST 202 - History of the United States II (3)  
 ‡ HIST 217 - African-American History (3)  
 HIST 221 - The Sixties (3)

### Political Science

POSC 104 - American Government (3)  
 ‡ POSC 220 - Comparative Politics (3)

### Psychology

PSYC 101 - General Psychology (3)  
 PSYC 101H - General Psychology (3)  
 PSYC 202 - Social Psychology (3)

### Sociology

SOCY 101 - Introduction to Sociology (3)  
 ‡ SOCY 102 - Social Problems (3)  
 ‡ SOCY 210 - Ethnic Diversity (3)  
 ‡ SOCY 212 - Gender and Society (3)

## Cultural Competence Requirement

*Developing cultural competence is essential for living and working in a diverse democratic society. As part of the College degree requirements, students must complete a class that is designated a cultural competence course. Cultural competence courses expose students to the knowledge and skills necessary to participate effectively in dynamic, evolving multicultural contexts. Following is a list of those courses that will fulfill the cultural competence requirement.*

ACCE 112 - Academic Engagement Seminar  
 ANTH 101 - Introduction to Anthropology  
 ANTH 103 - Introduction to Archeology  
 ARTT 103 - The History of Art: Non-Western  
 ARTT 104 - The History of Art: Prehistoric to Early Renaissance  
 ARTT 105 - The History of Art: Renaissance to Modern  
 ASLS 124 - Introduction to Deaf Community and History  
 BMGT 281 - Global Awareness in the Work Environment  
 COMM 102 - Interpersonal Communication  
 COMM 105 - Small Group Communication  
 ECON 200 - Principles of Macroeconomics  
 EDUC 230 - Foundations of Special Education  
 ENGL 205 - World Literature through 1650 C.E.  
 ENGL 241 - Journalism Publication Practicum  
 GEOG 102 - Cultural Geography  
 HCTI 225 - International and American Regional Cuisine  
 HIST 121 - World History I  
 HIST 122 - World History II  
 HIST 217 - African-American History  
 HONR 101 - Honors Academic Engagement Seminar  
 HUMN 101 - Cultural Identity in America: Race, Class, Gender, and Sexuality  
 HUMN 105 - Cultural Studies: Latin America  
 HUMN 107 - Cultural Studies: Asia  
 HUMN 204 - World Religions  
 HUMN 210 - The Language of Hip Hop  
 LGST 100 - Introduction to Law  
 MUSC 201 - Music Cultures of the World  
 NURS 101 - Introduction to Clinical Nursing  
 POSC 220 - Comparative Politics  
 SOCY 102 - Social Problems  
 SOCY 210 - Ethnic Diversity  
 SOCY 212 - Gender and Society  
 SPAN 201 - Intermediate Spanish I  
 SPAN 211 - Spanish Conversation I  
 SURG 130 - Introduction to Surgical Technology  
 THEA 100 - Introduction to Theatre

## Course Options

### Fall 2022

FCC is working to increase the number of in-person classes while continuing to comply with public health and safety standards. **Classes will be offered using the following learning formats:**

### In-Person Courses\*

The course will meet on campus in an in-person environment.

Students are expected to attend all class sessions in person.

All College health and safety protocols must be observed while on campus.

### Online Courses (ONL)

Course instruction is entirely online. Students may be required to come to campus, or an approved testing center, for certain assessments as specified in the syllabus.

The class does not meet at a scheduled time.

Students will meet all expected deadlines and expectations outlined by the professor.

Students complete work on their own time.

### Structured Remote Courses (SR)\*

Course instruction is entirely online with scheduled class times. Students may be required to come to campus, or an approved testing center, for certain assessments as specified in the syllabus.

Scheduled class times will be used for real-time virtual sessions, which may include virtual lectures, group discussion, or other class activities.

Real-time virtual sessions occur during scheduled class times, as listed in the schedule and syllabus.

Students are required to attend real-time virtual sessions.

### Hybrid Courses (HYB)\*

The course will meet in-person and require online participation as noted in the syllabus.

Online participation may mean real-time virtual participation (SR) or asynchronous participation (ONL).

Students are expected to participate in all in-person sessions and real-time virtual sessions and meet deadlines and expectations for the course on their own time as noted in the syllabus.

All College health and safety protocols must be observed while on campus.

Please reach out to your advisor for help or contact [emailadvising@frederick.edu](mailto:emailadvising@frederick.edu) to answer any questions.

**\* IMPORTANT NOTE FOR IN-PERSON, STRUCTURED REMOTE (SR), AND HYBRID (HYB) COURSES:** When registering for classes, consider the course format, meeting dates and times, and location(s) for in-person participation, as well as requirements for real-time virtual instruction. Students must allow appropriate transition times between classes to account for different meeting requirements and/or locations.

# FALL 2022

## CREDIT OFFERINGS

**Learning Formats** | Frederick Community College offers courses in a variety of formats. For the complete and current detailed listing of the schedule of classes, visit <https://www.frederick.edu/class-schedules/html-schedule.aspx>.

Fall 2022 Credit Course Schedule subject to change due to COVID-19. See page 29 for more details.

### ACCE: Academic and Career Engagement

ACCE 107 - Choosing a Major or Career (1)	\$
ACCE 112 - Academic Engagement Seminar (3)	🍏 🔍
ACCE 130 - Career Assessment and Planning (3)	\$
ACCE 150 - STEM Seminar 1 (1)	\$
ACCE 260 - STEM Seminar 3 (1)	\$

### ACCT: Accounting

ACCT 100 - Business Accounting (3)	\$
ACCT 101 - Principles of Accounting I (3)	\$
ACCT 102 - Principles of Accounting II (3)	\$
ACCT 111 - Computerized Accounting (3)	
ACCT 201 - Intermediate Accounting I (4)	\$
ACCT 203 - Managerial Cost Accounting (3)	\$
ACCT 205 - Federal Income Tax Accounting (3)	

### ANTH: Anthropology

ANTH 101 - Introduction to Anthropology (3)	🍏 🔍
ANTH 103 - Introduction to Archeology (3)	🔍

### ARBC: World Languages: Arabic

ARBC 101 - Introductory Arabic I (3)	🍏
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### ARTT: Art

ARTT 100 - Introduction to the Creative Arts (3)	🍏
ARTT 101 - Foundations of Studio Art I (3)	🍏

ARTT 102 - Foundations of Studio Art II (3)	
ARTT 103 - The History of Art: Non-Western (3)	🍏 🔍
ARTT 104 - The History of Art: Prehistoric to Early Renaissance (3)	🍏 🔍 \$
ARTT 105 - The History of Art: Renaissance to Modern (3)	🍏 🔍
ARTT 106 - Drawing I (3)	🍏
ARTT 108 - Introduction to Color Theory and Design (3)	
ARTT 110 - Introduction to Watercolor I (3)	
ARTT 111 - Watercolor II (3)	
ARTT 113 - Pottery I (3)	🍏
ARTT 114 - Pottery II (3)	
ARTT 204 - Illustration I (3)	
ARTT 205 - Illustration II (3)	

### ASLS: American Sign Language Studies

ASLS 121 - American Sign Language I (3)	🍏
ASLS 122 - American Sign Language II (4)	🍏
ASLS 123 - American Sign Language Fingerspelling and Number Use (3)	
ASLS 124 - Introduction to Deaf Community and History (3)	🍏 🔍
ASLS 223 - American Sign Language III (4)	🍏
ASLS 224 - American Sign Language IV (4)	🍏
ASLS 225 - American Sign Language V (4)	🍏
ASLS 230 - Deaf Culture and Oppression (3)	
ASLS 232 - ASL Linguistics (3)	



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## BIOT: Biotechnology

BIOT 101 - Biotechnology and Society (3)	🍏
BIOT 102 - Regulatory Aspects of Biotechnology (3)	
BIOT 103 - Basic Lab Techniques (1)	
BIOT 130 - Forensic Biology (4)	🍏

## BLDT: Building Trades

BLDT 101 - Introduction to Building Trades (3)	+
BLDT 110 - Fundamentals of HVACR (4)	+
BLDT 111 - Controls for HVACR (3)	+
BLDT 113 - Fossil Fuels & Hydronic Heating (3)	+
BLDT 120 - Introduction to Welding (4)	+
BLDT 121 - Welding Symbols & Blueprint Reading (2)	+
BLDT 140 - Fundamentals of Structural Wiring (4)	+
BLDT 143 - Specialized Systems (3)	+
BLDT 212 - HVAC Installation & Troubleshooting (3)	+
BLDT 223 - Advanced Welding: SMAW 4G (3)	+
BLDT 224 - Advanced Welding: GTAW (3)	+
BLDT 241 - Residential Electric (3)	+
BLDT 242 - Commercial Electric (3)	+

## BMGT: Business Studies

BMGT 100 - Spreadsheet Applications (3)	
BMGT 103 - Introduction to Business (3)	\$
BMGT 109 - Entrepreneurship and Small Business Enterprise (3)	\$
BMGT 110 - Personal Financial Management (3)	\$
BMGT 120 - Business Communications (3)	\$
BMGT 211 - Business Law (3)	\$
BMGT 223 - Human Resource Management (3)	\$
BMGT 225 - Marketing (3)	\$
BMGT 227 - Principles of Management (3)	\$
BMGT 274 - Customer Relations (3)	\$
BMGT 275 - Fundamentals of Leadership (3)	\$
BMGT 281 - Global Awareness in the Work Environment (3)	🍏 🔍 \$
BMGT 290 - Project Management (3)	\$

## BSCI: Biological Science

BSCI 55 - Preparation for Allied Health (0) [3]	
BSCI 100 - Fundamental Concepts of Biology (4)	🍏

BSCI 105 - Human Ecology (3)	🍏
BSCI 106 - General Ecology (4)	🍏
BSCI 107 - Study of the Human Body (3)	🍏
BSCI 117 - Human Biology (4)	🍏
BSCI 150 - Principles of Biology I (4)	🍏
BSCI 160 - Principles of Biology II (4)	🍏
BSCI 201 - Anatomy and Physiology I (4)	🍏
BSCI 202 - Anatomy and Physiology II (4)	🍏
BSCI 223 - Microbiology for Allied Health (4)	🍏
BSCI263 - Elements of Microbiology (4)	🍏

## CADT: Computer Aided Design Technology

CADT 101 - AutoCAD I (3)	
CADT 102 - AutoCAD II (3)	
CADT 110 - Introduction to SolidWorks (3)	
CADT 130 - Revit (BIM) (3)	
CADT 150 - Architectural Drawing and Design (3)	
CADT 210 - Residential Architecture I (4)	

## CCJS: Criminal Justice

CCJS 101 - Introduction to Criminal Justice (3)	
CCJS 109 - Murder, Terror, and Other Extreme Crime (3)	
CCJS 201 - Criminal Law (3)	
CCJS 209 - Criminal Investigations (3)	
CCJS 214 - The Correctional Process (3)	
CCJS 220 - Criminal Evidence & Procedure (3)	

## CHEM: Chemistry

CHEM 100 - Chemistry and Society (4)	🍏
CHEM 101 - General Chemistry I (4)	🍏
CHEM 102 - General Chemistry II (4)	🍏
CHEM 201 - Organic Chemistry I (4)	
CHEM 202 - Organic Chemistry II (4)	

## CHIN: World Languages: Chinese

CHIN 101 - Introductory Chinese I (4)	🍏
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## CMIS: Computer and Information Sciences

CMIS 101 - Information Systems and Technology (3)	🍏	\$
CMIS 105 - Introduction to Programming (2)		\$
CMIS 106 - Object Design and Programming (3)	🍏	\$



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CMIS 111L - UNIX/Linux Operating System (3)	\$
CMIS 111S - Social Media Tools (3)	\$
CMIS 111T - Digital Marketing (3)	
CMIS 111V - Virtualization and Cloud Essentials (3)	\$
CMIS 119 - Statistical Analysis System (SAS) (3)	\$
CMIS 120 - PC Operating Systems (3)	
CMIS 121 - PC Repair & Diagnostics (3)	
CMIS 140 - Java Programming (3)	\$
CMIS 175 - Game Theory and Design (3)	
CMIS 176 - Game Creation (3)	
CMIS 177 - Interactive 3D Technology (3)	
CMIS 178 - 3D Modeling and Animation (3)	\$
CMIS 179 - Cybersecurity Fundamentals (3)	\$
CMIS 201 - Computer Science I (4)	
CMIS 202 - Computer Science II (4)	
CMIS 203 - Systems Analysis & Design (3)	\$
CMIS 217 - Cybercrime and Digital Forensics (3)	\$
CMIS 218 - Information Security (3)	
CMIS 219 - Ethical Hacking (3)	\$
CMIS 222 - Computer Organization (4)	\$
CMIS 226 - Game Scripting (3)	\$
CMIS 227 - Game Programming (4)	\$
CMIS 228 - Simulation and Game Development (4)	\$
CMIS 230 - Database Management Systems (3)	
CMIS 257 - Data Visualization (3)	
CMIS 258 - Data Wrangling (3)	
CMIS 266 - Cloud System Administration (3)	
CMIS 280 - Networking Fundamentals (3)	
CMIS 281 - Security Fundamentals (3)	
CMIS 290 - Cisco 1 Introduction to Networks (3)	
CMIS 291 - Cisco 2 Switching, Routing, and Wireless Essentials (3)	
CMIS 292 - Cisco 3 Enterprise Networking, Security, and Automation (3)	
CMIS 294 - Cybersecurity Operations (3)	
CMIS 295 - Cloud Security (3)	\$

## CMTE: Construction Management Technology

CMTE 100 - Occupational Safety & Health (2)
CMTE 101 - Construction Management (3)
CMTE 130 - Materials & Methods of Construction (3)
CMTE 140 - Architectural Blueprint Reading (3)

CMTE 200 - Site Management (3)
CMTE 220 - Construction Project Scheduling (3)

## COMM: Communication

COMM 101 - Introduction to Communication Studies (3)	🍏
COMM 102 - Interpersonal Communication (3)	🍏 🔍
COMM 103 - Public Speaking (3)	🍏 \$
COMM 103H - Public Speaking (3)	🍏 \$
COMM 105 - Small Group Communication (3)	🍏 🔍
COMM 107 - Career Communication (3)	🍏
COMM 111 - Introduction to Mass Communication (3)	🍏

## ECED: Early Childhood Development

ECED 101 - Child Development & Behavior (3)
ECED 105 - Introduction to Early Childhood Education (3)
ECED 110 - Early Childhood Special Education (3)
ECED 125 - Methods and Materials in Early Childhood (3)
ECED 135 - Infants & Toddlers Development and Care (3)
ECED 145 - Child Health, Safety and Nutrition (3)
ECED 155 - Activities for the School-Age Child (3)
ECED 245 - Directed Practicum in Early Childhood (3)

## ECON: Economics

ECON 200 - Principles of Macroeconomics (3)	🍏 🔍 \$
ECON 202 - Principles of Microeconomics (3)	🍏 \$

## EDPS: Educational Psychology

EDPS 210 - Human Growth and Development (3)	🍏 \$
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## EDUC: Education

EDUC 110 - Schools and Society (3)	🍏
EDUC 220 - Educational Psychology (3)	
EDUC 230 - Foundations of Special Education (3)	🔍
EDUC 240 - Processes and Acquisition of Reading (3)	\$
EDUC 242 - Instruction of Reading (3)	
EDUC 248 - Teaching Reading in the Content Areas, Part I (3)	
EDUC 249 - Teaching Reading in the Content Areas, Part II (3)	



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## EMGT: Emergency Management

EMGT 101 - Disaster, Crisis, and Emergency Management (3)	🍏	\$
EMGT 104 - Disaster Response and Recovery (3)		
EMGT 111 - Preparing and Securing the Homeland (3)		
EMGT 119 - Intelligence Analysis, or How to Prepare for the Conflicts of Tomorrow (3)		
EMGT 130 - Integrated Emergency Management (3)		
EMGT 201 - Public Safety GIS and Technology (3)		

## ENGL: English

ENGL 70 - Introduction to College Reading and Writing (0) [6]		\$
ENGL 75 - Reading and Writing in the Academic Disciplines (0) [4]		\$
ENGL 100 - Advanced Reading for Composition (2)		\$
ENGL 101 - English Composition (3)	🍏	\$
ENGL 101H - English Composition (3)	🍏	
ENGL 102 - English Composition and Literature (3)	🍏	
ENGL 102H - English Composition and Literature (3)	🍏	
ENGL 202 - British Literature Eighteenth Century through the Present (3)	🍏	
ENGL 205 - World Literature through 1650 C.E. (3)	🍏 🔍	
ENGL 210 - Creative Writing (3)		
ENGL 214 - The Poem (3)	🍏	
ENGL 231 - English Language Studies (3)	🍏	
ENGL 231H - English Language Studies (3)	🍏	
ENGL 241 - Journalism Publication Practicum (3)	🍏 🔍	

## ENGR: Engineering

ENGR 100 - Introduction to Engineering Design (3)	\$
ENGR 110 - Engineering Statics (3)	

## ESOL: English for Speakers of Other Languages

ESOL LA - Language Acquisition (0) [3]	
ESOL 100 - English for Academic Purposes (3)	

## FILM: Film & Video

FILM 101 - Introduction to Film (3)	🍏	
FILM 134 - Digital Photography I (3)	🍏	
FILM 144 - Digital Video Production (4)		\$
FILM 244 - Digital Film Production (4)		\$
FILM 254 - Postproduction: The Art of Editing (4)		\$
FILM 255 - Advanced Postproduction & Motion Graphics (4)		\$

## FIRE: Fire Service Administration

FIRE 101 - Fire Protection Systems (3)	
FIRE 107 - Disaster Planning and Response (3)	
FIRE 201 - Fire and Emergency Services Administration (3)	

## FREN: World Languages: French

FREN 101 - Introductory French I (3)	🍏	\$
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## GEOG: Geography

GEOG 101 - Elements of Geography (3)	🍏	
GEOG 102 - Cultural Geography (3)	🍏 🔍	

## GERM: World Languages: German

GERM 101 - Introductory German I (3)	🍏	
GEOG 102 - Cultural Geography (3)	🍏	\$

## GRPH: Graphic Design

GRPH 111 - Graphic Design I (3)	\$
GRPH 112 - Graphic Design II (3)	\$
GRPH 114 - Web Design I (3)	\$
GRPH 212 - Graphic Design III (3)	
GRPH 214 - Web Design II (3)	
GRPH 215 - Professional and Transfer Portfolio (1)	\$

## HCTI: Hospitality Culinary Tourism Institute

HCTI 101 - Sanitation and Food Safety (2)	
HCTI 102 - Culinary I (4)	+
HCTI 103 - Culinary II (4)	+



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HCTI 104 - Baking I (4)	+
HCTI 105 - Baking II (4)	+
HCTI 120 - Purchasing & Cost Control (3)	
HCTI 150 - Introduction to Hospitality Management (3)	
HCTI 155 - Event Management (3)	\$
HCTI 160 - Hospitality Operations (3)	
HCTI 170 - Introduction to the Tourism Industry (3)	
HCTI 200 - Garde Manger (4)	\$ +
HCTI 205 - Artisan and Specialty Breads (4)	+
HCTI 210 - Advanced Artistry Techniques (4)	+
HCTI 220 - Food and Beverage Operations (3)	
HCTI 225 - International and American Regional Cuisine (4)	🍏 \$ +
HCTI 230 - Restaurant Production and Service (4)	\$ +
HCTI 255 - Applied Hospitality Management (3)	
HCTI 265 - HCTI Practicum (1)	

## HIST: History

HIST 101 - History of Western Civilization I (3)	🍏
HIST 102 - History of Western Civilization II (3)	🍏
HIST 121 - World History I (3)	🍏 🔍
HIST 122 - World History II (3)	🍏 🔍
HIST 201 - History of the United States I (3)	🍏 \$
HIST 202 - History of the United States II (3)	🍏
HIST 217 - African-American History (3)	🍏 🔍
HIST 221 - The Sixties (3)	🍏

## HLTH: Health Education

HLTH 100 - Stress Management Techniques (1)	
HLTH 150 - Health Education (3)	🍏
HLTH 160 - Stress Management (3)	🍏

## HONR: Honors

COMM 103H - Public Speaking (3)	🍏 \$
ENGL 101H - English Composition (3)	🍏
ENGL 102H - English Composition and Literature (3)	🍏 🔍
ENGL 231H - English Language Studies (3)	🍏
HONR 101 - Honors Academic Engagement Seminar (3)	🍏 🔍 \$

HONR 102 - The Research Process (1)	
HONR 201 - Honors Applied Leadership & Research (3)	\$
PHSC 104H - Survey of Oceanography (3)	🍏
PSYC 101H - General Psychology (3)	🍏

## HUMN: Humanities

HUMN 101 - Cultural Identity in America: Race, Class, Gender, and Sexuality (3)	🍏 🔍
HUMN 104 - Humanities in a Digital World (3)	🍏 \$
HUMN 105 - Cultural Studies: Latin America	🍏 🔍
HUMN 107 - Cultural Studies: Asia (3)	🍏 🔍
HUMN 204 - World Religions (3)	🍏 🔍 \$
HUMN 210 - The Language of Hip Hop (3)	🍏 🔍

## HUMS: Human Services

HUMS 103 - Introduction to Social Work and the Human Services (4)	
HUMS 202 - Techniques of Counseling (3)	
HUMS 207 - Theory and Practice of Group Counseling (3)	
HUMS 208 - Family Counseling (3)	

## INTP: American Sign Language Interpreting

INTP 104 - Introduction to Interpreting (3)	
INTP 112 - Foundations of Interpreting (3)	
INTP 212 - ASL to English Interpreting I (3)	
INTP 214 - English to ASL Interpreting I (3)	
INTP 216 - Transliterating I (3)	
INTP 228 - Interpreting Environments (1)	
INTP 230 - Internship Seminar & Interpreting Environments (1)	

## INTR: Internship

INTR 101 - Internship (1)	
INTR 102 - Internship (2)	
INTR 103 - Internship (3)	

## LATN: World Languages: Latin

LATN 101 - Introductory Latin I (3)	🍏
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## LGST: Legal Studies

LGST 100 - Introduction to Law (3)	🔍	\$
LGST 103 - Ethics for the Legal Professional (3)		
LGST 104 - Contracts (3)		
LGST 105 - Torts (3)		
LGST 106 - Technology for the Legal Profession (3)		
LGST 150 - Access to Justice Practicum I (4)		
LGST 200 - Legal Research (3)		
LGST 205 - Legal Writing (3)		
LGST 220 - Civil Litigation (3)		

## MATH: Mathematics

MATH A - Instruction with Algebra (0) [2]		
MATH S - Algebraic Support (0) [3]		
MATH 50 - Preparation for College Mathematics (0) [2]		
MATH 101 - Foundations of Mathematics (3)	🍏	\$
MATH 101A - Foundations of Mathematics (3)	🍏	\$
MATH 110 - Fundamental Concepts of Mathematics I (4)	🍏	
MATH 113 - Fundamental Concepts of Mathematics II (4)		
MATH 120 - Statistics (3)	🍏	\$
MATH 120A - Statistics (3)	🍏	\$
MATH 125 - Business Statistics (3)	🍏	
MATH 127 - Statistics with Probability (4)	🍏	\$
MATH 145 - College Algebra (3)	🍏	\$
MATH 145S - College Algebra (3)	🍏	\$
MATH 165 - Precalculus (4)	🍏	\$
MATH 175 - Applied Calculus (3)	🍏	\$
MATH 185 - Calculus I (4)	🍏	\$
MATH 195 - Calculus II (4)	🍏	\$
MATH 220 - Introduction to MATLAB (1)		\$
MATH 265 - Linear Algebra (4)		
MATH 285 - Calculus III (4)		

## MEDA: Medical Assisting

MEDA 108 - Basic Medical Terminology (1)
MEDA 109 - Medical Terminology (3)
MEDA 110 - Computer Medical Office Management (3)
MEDA 112 - Medical Office Procedures (3)
MEDA 115 - Medical Laboratory Procedures (3)
MEDA 117 - Foundations of Medical Assisting I (3)

MEDA 201 - Practical Skills for Medical Assisting (3)
MEDA 203 - Diagnostic and Procedural Medical Coding (3)
MEDA 204 - Medical Assisting Practicum (3)
MEDA 218 - Health Insurance Billing and Reimbursement (3)
MEDA 222 - Federal Healthcare Programs and Laws (3)

## MUSC: Music

MUSC 101 - Music History and Appreciation (3)	🍏	\$
MUSC 103 - Fundamentals of Music (3)	🍏	\$
MUSC 106 - Ear Training and Musicianship I (1)		
MUSC 109 - American Popular Music (3)	🍏	\$
MUSC 111 - Music Theory I (3)		
MUSC 117 - Choral Ensemble I (1)		\$
MUSC 119 - Jazz Ensemble I (1)		\$
MUSC 121 - Orchestral Ensemble I (1)		\$
MUSC 123 - Wind Ensemble I (1)		\$
MUSC 130 - Foundations of Audio Technology (3)		
MUSC 145 - Publishing, Licensing, and Copyrighting (3)		
MUSC 151 - Class Piano I (1)		\$
MUSC 152 - Class Piano II (1)		\$
MUSC 201 - Music Cultures of the World (3)	🍏 🔍	\$
MUSC 206 - Ear Training and Musicianship III (1)		
MUSC 211 - Music Theory III (3)		
MUSC 217 - Choral Ensemble II (1)		\$
MUSC 219 - Jazz Ensemble II (1)		\$
MUSC 221 - Orchestral Ensemble II (1)		\$
MUSC 223 - Wind Ensemble II (1)		\$
MUSC 230 - Studio Recording Techniques (3)		
MUSC 240 - MIDI Music Production Techniques (3)		
MUSC 251 - Class Piano III (1)		\$
MUSC 252 - Class Piano IV (1)		\$

## MUSC: Applied Music Courses

Students must contact the instructor for permission to enroll in Applied Music Courses. Please refer to the class notes in the PeopleSoft real-time schedule at [frederick.edu/class-schedules/html-schedule.aspx](http://frederick.edu/class-schedules/html-schedule.aspx) for instructor contact information by instrument. Instructor bios and contact info may also be found at [frederick.edu/cha-faculty-list](http://frederick.edu/cha-faculty-list).

MUSC 172 - First Year Piano (1)	+
MUSC 174 - First Year Voice (1)	+
MUSC 178 - First Year Brass (1)	+
MUSC 180 - First Year Woodwinds (1)	+



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MUSC 182 - First Year Strings (1)	+
MUSC 184 - First Year Guitar (1)	+
MUSC 186 - First Year Percussion (1)	+
MUSC 272 - Second Year Piano (1)	+
MUSC 274 - Second Year Voice (1)	+
MUSC 278 - Second Year Brass (1)	+
MUSC 280 - Second Year Woodwinds (1)	+
MUSC 282 - Second Year Strings (1)	+
MUSC 284 - Second Year Guitar (1)	+
MUSC 286 - Second Year Percussion (1)	+

## NURS: Nursing

NURS 101 - Introduction to Clinical Nursing (6)	🔍 +
NURS 105 - Pharmacology for Nurses (2)	
NURS 211 - Medical-Surgical Nursing I (7)	+
NURS 212 - Medical-Surgical Nursing II (4)	+
NURS 214 - Psychiatric/Mental Health Nursing (3)	
NURS 218 - Maternal, Child, and Family Nursing (5)	
NURS 231 - Medical-Surgical Nursing III (4)	
NURS 261 - Preparation for Practice (2)	

## NUTR: Nutrition

NUTR 100 - Nutrition Basics (1)	
NUTR 102 - Nutrition in a Changing World (3)	🍏
NUTR 200 - Principles and Application of Nutrition (3)	

## PHED: Physical Education

PHED 105 - Elementary Fencing (1)	
PHED 110 - Volleyball (1)	
PHED 115 - Weight Training (1)	
PHED 122 - Tennis (1)	
PHED 125 - Golf (1)	+
PHED 135 - Social Dance I (1)	
PHED 136 - Social Dance II (1)	
PHED 138 - Tai Chi (1)	
PHED 140B - Fitness: Dance Rhythms Vibz (1)	
PHED 140C - Fitness: Zumba (1)	
PHED 143 - Pilates (1)	
PHED 145 - Body Mechanics (1)	

PHED 148 - Exercise Psychology (1)	
PHED 150 - Methods of Strength Training and Conditioning I (1)	
PHED 152 - Methods of Strength Training and Conditioning II (1)	
PHED 160 - Psychology of Sport (3)	
PHED 165 - Fitness for Living (3)	🍏
PHED 170 - Introduction to Health and Exercise Sciences (3)	
PHED 180 - Care and Prevention of Athletic Injuries (3)	
PHED 185 - Yoga (3)	
PHED 240 - Fitness Assessment and Business Practices (3)	

## PHIL: Philosophy

PHIL 101 - Introduction to Philosophy (3)	🍏
PHIL 102 - Critical Thinking (3)	🍏
PHIL 105 - Ethics (3)	🍏
PHIL 207 - Biomedical Ethics (3)	🍏
PHIL 208 - Business Ethics (3)	🍏

## PHSC: Physical Science

PHSC 101 - Survey of Physical Science (3)	🍏
PHSC 104 - Survey of Oceanography (3)	🍏
PHSC 104H - Survey of Oceanography (3)	🍏
PHSC 105 - Survey of Meteorology (3)	🍏
PHSC 111 - Introduction to Physical Science (4)	🍏
PHSC 112 - Introduction to Earth Systems Science (4)	🍏
PHSC 115 - Introduction to Meteorology (4)	🍏
PHSC 117 - Introduction to Astronomy (4)	🍏 \$
PHSC 121 - Physical Geology (4)	🍏

## PHYS: Physics

PHYS 121 - Fundamentals of Physics I (4)	🍏	\$
PHYS 151 - General Physics I (4)	🍏	\$
PHYS 252 - General Physics II (4)	🍏	\$

## PLAC: Prior Learning Assessment Course

PLAC 101 - Prior Learning Assessment: Portfolio Development (1)	
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## POSC: Political Science

POSC 104 - American Government (3)	🍏	\$
POSC 220 - Comparative Politics (3)	🍏	🔍

## PSYC: Psychology

PSYC 101 - General Psychology (3)	🍏	\$
PSYC 101H - General Psychology (3)	🍏	
PSYC 104 - Issues of Drug/Alcohol Use (3)		
PSYC 201 - Developmental Psychology (3)		
PSYC 202 - Social Psychology (3)	🍏	
PSYC 204 - Psychology of Adolescence (3)		
PSYC 206 - Abnormal Psychology (3)		

## PTHA: Physical Therapist Assistant

PTHA 101 - Introduction to Physical Therapist Assistant (3)	
PTHA 105 - Basic Patient Care Skills (4)	

## RESP: Respiratory Care

RESP 100 - Introduction to Respiratory Care (2)
RESP 101 - Gas Exchange Physiology (2)
RESP 102 - Fundamentals of Respiratory Care (4)
RESP 200 - Pulmonary Diagnostics (2)
RESP 201 - Cardiac Monitoring and Diagnostics (4)
RESP 202 - Neonatal and Pediatric Respiratory Care (3)
RESP 203 - Clinical Practicum III (2)

## RUSS: World Languages: Russian

RUSS 101 - Introductory Russian I (3)	🍏
RUSS 102 - Introductory Russian II (3)	🍏

## SOCY: Sociology

SOCY 101 - Introduction to Sociology (3)	🍏
SOCY 102 - Social Problems (3)	🍏 🔍
SOCY 201 - Criminology (3)	
SOCY 210 - Ethnic Diversity (3)	🍏 🔍
SOCY 212 - Gender and Society (3)	🍏 🔍

## SPAN: World Languages: Spanish

SPAN 101 - Introductory Spanish I (3)	🍏
SPAN 102 - Introductory Spanish II (3)	🍏
SPAN 201 - Intermediate Spanish I (3)	🍏 🔍
SPAN 211 - Spanish Conversation I (3)	🍏 🔍

## SURG: Surgical Technology

SURG 120 - Surgery Essentials (3)	+
SURG 125 - Fundamentals of Surgical Technology I (6)	+
SURG 130 - Introduction to Surgical Technology (6)	🔍
SURG 200 - Fundamentals of Surgical Technology III (6)	+
SURG 205 - Fundamentals of Surgical Technology IV (6)	

## THEA: Theater

THEA 100 - Introduction to Theatre (3)	🍏 🔍
THEA 102 - Introduction to Acting (3)	\$
THEA 107 - Improvisation I (3)	\$
THEA 110 - Musical Theatre Dance Styles (3)	\$
THEA 121 - Stagecraft (3)	\$
THEA 204 - Production Survey (1)	\$
THEA 205 - Acting Survey (1)	\$
THEA 207 - Improvisation II (3)	\$
THEA 212 - Theatre Internship (3)	\$



**No/Low Cost Textbooks:** At FCC, this symbol indicates courses in which some or all sections utilize textbooks that are available for less than \$40 and/or free Open Educational Resources. Please check the current schedule on the web for specific sections with the No/Low Cost Textbooks notation and additional information. These sections require regular access to the Internet as most of the resources are in a digital format. Note that certain no/low cost textbook courses (e.g., science labs, art studio classes) have textbooks available for less than \$40 but may require purchase of additional course materials and supplies.



# ONLINE, STRUCTURED REMOTE & HYBRID COURSES

Please read the following requirements before registering for an online, structured remote, or hybrid course.

Frederick Community College offers three types of courses over the Internet: online, structured remote, and hybrid remote courses. Hybrid courses require the student to attend some class sessions on campus; online and structured remote courses do not. Online courses may require a proctored assessment. Any course section with the letters "HYB" indicates a hybrid course. The mouse icon (🖱️) indicates online courses.

## Online, structured remote, and hybrid remote courses are taught on Blackboard™ and require that students:

- Have Internet access through broadband connection or Wi-Fi (wireless)
- Have access to a Windows, Mac, or Linux computer
- Have Windows 7 or higher, Mac OS X, or Linux with Ubuntu 14 or higher
- Have Internet Explorer 8 or higher, or the most recent version of Mozilla Firefox or Google Chrome, all with the most recent Java and Flash updates applied
- Establish a myFCC e-mail account;
- Have basic computer skills in word processing, e-mail procedures, web-browsing, and handling features such as pop-up blockers;
- Are responsible for maintaining appropriate security and virus protection when using the student's own personal computer(s).

Students should expect to spend as much time on an Internet course as they would on a traditional on-campus course. Students should be self-motivated to handle the independent nature of learning that occurs in online courses.

## Access to Blackboard: <http://frederick.blackboard.com>

User name Wxxxxxxx (where xxxxxx is the seven digit student ID number); Password is the same as the PeopleSoft and e-mail password.

## Blackboard Course Requirements

All course sections require access to Blackboard at [frederick.blackboard.com](http://frederick.blackboard.com). Students are expected to be able to access Blackboard via the internet using personal, public, or appropriate college-available computers. Blackboard access is also required to complete course evaluations.

## Textbooks

Purchase textbooks from the FCC Bookstore at [bookstore.frederick.edu](http://bookstore.frederick.edu). Make sure you select books for the correct section of the course as they may differ by section. Some instructors require the corresponding access code for web resources.

## Email Advising: [emailadvising@frederick.edu](mailto:emailadvising@frederick.edu)

Email Advising is available to all current FCC students using their <http://myFCC.frederick.edu> email accounts. Please provide your full name and Student ID number. Typical response time is 24-48 hours depending on the information requested.

# DEFINITIONS OF LEARNING FORMATS

## Online Courses (ONL)

The course is conducted entirely online. There are no required real-time virtual sessions. Online courses are not self-paced, and students should be prepared to meet the deadlines as listed in the syllabus and the course.

## Structured Remote Courses (SR)

The course is conducted entirely online. The class will have real-time virtual sessions that meet at the scheduled class times a minimum of once per week. Scheduled real-time virtual session dates will be designated on the syllabus. Students are expected to attend real-time virtual sessions, however, the sessions will be recorded and made available for students unable to attend. The student will be unable to enroll in multiple courses with overlapping meeting times. Students should be prepared to meet the deadlines as listed in the syllabus and the course.

When signing up for a mixture of structured remote and hybrid classes, please be sure to leave sufficient time between classes to move between campus and an appropriate workspace for your structured remote session. It is generally not advised to schedule structured remote and hybrid remote classes back-to-back.

## Hybrid Courses (HYB)

The course is primarily conducted online and there will be periodic on-campus requirements during the scheduled class times. All on-campus requirements follow current FCC physical distancing protocols. The class may also have real-time virtual sessions that meet at the scheduled class times. Scheduled face to face and real-time virtual session meeting dates will be designated on the syllabus. Students are expected to attend real-time virtual sessions, however, these sessions will be recorded and made available for students unable to attend. The student will be unable to enroll in multiple courses with overlapping meeting times. Students should be prepared to meet the deadlines as listed in the syllabus and the course.

When signing up for a mixture of structured remote and hybrid classes, please be sure to leave sufficient time between classes to move between campus and an appropriate workspace for your structured remote session. It is generally not advised to schedule structured remote and hybrid remote classes back-to-back.

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FCC Support Staff is available for assistance. If you are struggling to figure out how to get the support you need or have questions, contact: [assist@frederick.edu](mailto:assist@frederick.edu) • 301.846.2469

# CAMPUS LOCATIONS

FCC classes are held on the main campus, at The Monroe Center, online, and offsite at various locations throughout the community and surrounding areas.

## Campus Locations

- A—Annapolis Hall
- B—Braddock Hall
- C—Catoctin Hall
- D—Athletics Center
- E—Conference Center
- F—Visual & Performing Arts Center
- G—Gambrill Hall
- H—Student Center
- J—Jefferson Hall
- L—Linganore Hall
- M—The Carl and Norma Miller Children's Center
- P—Plant Operations
- S—Sweadner Hall
- K—Mercer-Akre Kiln

## Addresses

### FCC Main Campus

7932 Opossumtown Pike,  
Frederick, MD 21702

### The Monroe Center (MC)

200 Monroe Avenue  
Frederick, MD 21701  
240.629.7900

**Visit [frederick.edu](http://frederick.edu) for directions and hours of operation.**



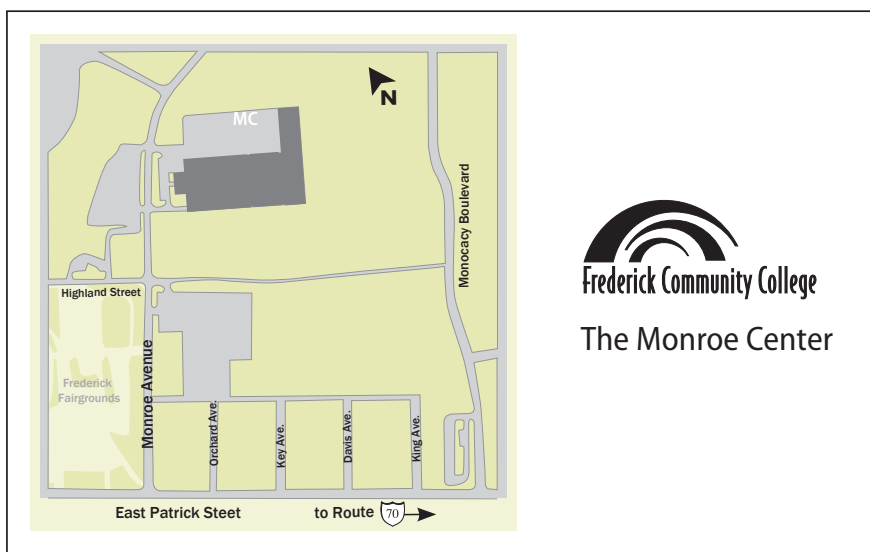
Evacuation Locations



Accessible Parking

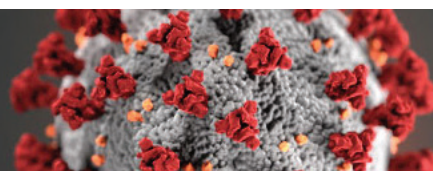


Electric Car Charging





# COVID-19 UPDATE | RETURN TO CAMPUS



**1**  
FCC is open.



**2**  
Face masks are optional  
except in classrooms.



**3**  
FCC hosts monthly  
vaccination clinics.



**4**  
FCC hosts weekly  
testing clinics.

## Important Message Regarding Academic Sessions & Course Offerings

We thank our students for all they have done during this difficult time related to the coronavirus (COVID-19). Student success remains our top priority. Please note, academic sessions and course offerings included in this schedule remain subject to change. Frederick Community College continues to closely monitor the impact of COVID-19 on campus. Students will be asked to follow College Covid protocols in place at the time of their class, which may include masking.

For the most current information  
regarding course offerings, visit  
**[frederick.edu/Schedules](https://frederick.edu/Schedules)**

For important FCC updates and  
COVID-19 information, visit  
**[frederick.edu/Covid-19](https://frederick.edu/Covid-19)**

The Fall 2022 Credit Schedule is produced by the Marketing and Scheduling offices. The information contained in this schedule is abbreviated for registration purposes. The provisions of this publication are not to be regarded as a contract between the student and Frederick Community College. The schedule is subject to change. FCC reserves the right to cancel courses due to insufficient enrollment. Full refunds will be issued for canceled courses. Because FCC is a public institution, photographs of students, employees, and visitors in common areas on campus or at ceremonies and events may appear in print or electronic marketing materials without their permission.

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. 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. • All members of the College community are expected to abide by this non-discrimination policy and to comply with Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, (ADA), and amendments.

**Board of Trustees** – Tom Lynch, *Chair* • Carolyn Kimberlin, *Vice Chair* • Ellis Barber • Gary Fearnow • Theodore M. Luck • Dr. April Miller • Dr. John Molesworth  
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Updated 3/16/22



**Frederick Community College**

7932 Opossumtown Pike  
Frederick, Maryland 21702

# LOG IN TO NAVIGATE

to know what's ahead this semester

**Always know what's next.**

Stay updated on approaching deadlines, forms you need to submit, and upcoming advising appointments.

**Create your own destiny.**

Explore academic programs and careers that work for you and your goals!

**Have everything at your fingertips.**

Find the information you need, when you need it, all in one place.

Get the app:



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

