

# FREDERICK **COMMUNITY** COLLEGE

SPRING 2025 CREDIT COURSE SCHEDULE



◀ **MORGAN THORPE**  
Business Administration

# Hours of Operation

## Jefferson Hall (J Building)

- 1<sup>ST</sup> FLOOR **Enrollment Center** - Welcome Center, Admissions, and Registration (Credit, CEWD, and ILR)
- 2<sup>ND</sup> FLOOR **Career & Academic Planning Services (CAPS)**
- 3<sup>RD</sup> FLOOR **Financial Services Center** - Financial Aid and Student Finance

NON-PEAK MONTHS	PEAK MONTHS
February, March, April, May, June, September, October, November, December	January, July, August
Monday..... 8:30 a.m. - 6:00 p.m.	Monday..... 8:30 a.m. - 6:00 p.m.
Tues-Fri ..... 8:30 a.m. - 4:30 p.m.	Tues & Wed ..... 8:30 a.m. - 4:30 p.m.
	Thursday..... 8:30 a.m. - 6:00 p.m.
	Friday..... 8:30 a.m. - 4:30 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.  
*\*Monday evening appointments upon request.*

**Student Success Programs, A-103**  
 Monday–Friday..... 8:30 a.m. - 4:30 p.m.  
*\*Evening appointments available upon request*

**Veteran & Military Services, A-109**  
 Monday..... 8:30 a.m. - 6:00 p.m.  
 Tuesday–Friday..... 8:30 a.m. - 4:30 p.m.  
*\*Evening appointments available upon request.*

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

**Bookstore**  
 Monday..... 8:30 a.m. - 6:00 p.m.  
 Tuesday–Friday..... 8:30 a.m. - 4:30 p.m.  
 Extended Hours (January & August): Thursday..... 8:30 a.m. - 6:00 p.m.  
*Check bookstore.frederick.edu for special events and holiday hours.*  
*Order books online 24/7.*

**CougarMart**  
 Monday–Friday..... 9:00 a.m. - 3:00 p.m.

**Counseling & Wellness Services**  
 Monday–Friday..... 8:30 a.m. - 4:30 p.m.

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

**Public Safety**  
 Monday–Thursday..... 8:00 a.m. - 10:00 p.m.  
 Friday..... 8:00 a.m. - 5:00 p.m.  
*For safety and protection, Public Safety is available 24/7.*  
*FCC Main Campus: 301.606.7716 • The Monroe Center: 301.606.7721*

**Student Leadership & Engagement**  
 Monday–Friday..... 8:30 a.m. - 4:30 p.m.

**Testing Center (Linganore Hall, L-204, 2<sup>nd</sup> Floor)**  
*Appointments are strongly encouraged. Visit frederick.edu/testing for more details.*  
 Monday–Friday..... 8:30 a.m. - 4:30 p.m.  
 Tuesday–Thursday..... *by appointment only* 4:30 - 7:00 p.m.  
 Saturday..... 9:00 a.m. - 12:00 p.m.

**Monroe Center (200 Monroe Avenue, Frederick, MD 21701)**  
 Monday–Thursday..... 8:00 a.m. - 10:00 p.m.  
 Friday..... 8:00 a.m. - 5:00 p.m.  
 Saturday..... 8:30 a.m. - 4:30 p.m.

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### Board of Trustees

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The Spring 2025 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 (FCC) prohibits discrimination against any person on the basis of age, ancestry, citizenship status, color, creed, ethnicity, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, sex, sexual orientation, or veteran status in its activities, admissions, educational programs, and employment. Under the ADA and Section 504, FCC makes every effort to accommodate individuals with disabilities for College-sponsored events and programs. For FCC employees needing accommodations, including interpreting, please email [humanresources@frederick.edu](mailto:humanresources@frederick.edu). For students and others with accommodation needs or questions, please call 301.846.2408, or to request sign language interpreter services, please email [interpreting@frederick.edu](mailto:interpreting@frederick.edu). Sign language interpreters will not be automatically provided for College-sponsored events without a request for services. Requests must be made at least five workdays before a scheduled event to guarantee accommodations. If your request pertains to accessible transportation for a College-sponsored trip, please submit your request at least 21 calendar days in advance. Requests made less than 21 calendar days in advance may not be able to be guaranteed.

# SPRING 2025

## Registration opens

**Monday, October 28, 2024**

Priority Registration for Parenting Students and Veterans & Active-Duty Military opens Friday, October 25, 2024

First Day of January Session Classes (Tuesday-Friday and Online) Friday, January 3

First Day of Regular Spring Credit Classes Saturday, January 25

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

### Important Dates

1 <sup>st</sup> Payment Due Date for All Sessions (Exception for JW3/JW5 Sessions, See Payment Deadlines Below) .....	Monday, January 13 by 6 p.m.
2 <sup>nd</sup> Payment Due Date for Registrations after January 13 .....	Thursday, January 23 by 6 p.m.
Payment Due Date for Registrations after January 23 .....	Payment is Due by the Session Start Date
<i>Failure to pay will result in students being dropped for non-payment</i>	
Employee Spring Convocation (Office hours and campus services may be impacted, classes run as scheduled) .....	Thursday, January 16
Dr. Martin Luther King, Jr. Day – College Holiday (No classes, office hours, or campus services) .....	Monday, January 20
No Credit Classes; Continuing Education Classes are offered – College Open .....	Monday, March 31 – Tuesday, April 1
Spring Break (No classes, office hours, or campus services) .....	Wednesday, April 2 – Friday, April 4
No Credit Classes or Continuing Education Classes .....	Saturday, April 5 – Sunday, April 6
Employee Celebration of Excellence (Office hours and campus services may be impacted, classes run as scheduled) .....	Friday, April 11
Last Day of Spring Credit Classes .....	Friday, May 16
Commencement (Graduation) .....	Thursday, May 22

# ACADEMIC SESSIONS

Note: PeopleSoft session codes listed next to sessions in parentheses

## Important Deadlines

### Last day to apply for:

December 2024 graduation ..... December 1, 2024  
 May 2025 graduation ..... April 1, 2025  
 First day to enroll ..... October 28, 2024  
 Fall 2024 "I" grades to "F" ..... February 14, 2025

## January 3-Week Session (JW3)

First day ..... January 3  
 Last day to add/Payment due ..... January 3  
 Last day 100% refund ..... January 7  
 Last day 50% refund ..... January 9  
 Last day to withdraw or audit ..... January 16  
 Last day of classes ..... January 21  
 Grades due (10 a.m.) ..... January 24

## January 5-Week Session (JW5)

First day ..... January 3  
 Last day to add/Payment due ..... January 7  
 Last day 100% refund ..... January 10  
 Last day 50% refund ..... January 16  
 Last day to withdraw or audit ..... January 24  
 Last day of classes ..... February 6  
 Grades due (10 a.m.) ..... February 11

## 15-week (1)

First day ..... January 25  
 Last day to add ..... January 31  
 Last day 100% refund ..... January 31  
 Last day 50% refund ..... February 7  
 Last day to withdraw or audit ..... April 11  
 Last day of classes ..... May 16  
 Grades due (10 a.m.) ..... May 21

## 1st 7.5-week (7H1)

First day ..... January 25  
 Last day to add ..... January 29  
 Last day 100% refund ..... January 31  
 Last day 50% refund ..... February 7  
 Last day to withdraw or audit ..... February 26  
 Last day of classes ..... March 18  
 Grades due (10 a.m.) ..... March 21

## 1st 10-week (10A)

First day ..... January 25  
 Last day to add ..... January 30  
 Last day 100% refund ..... January 31  
 Last day 50% refund ..... February 7  
 Last day to withdraw or audit ..... March 12  
 Last day of classes ..... April 11  
 Grades due (10 a.m.) ..... April 16

## 1st 5-week (5W1)

First day ..... January 25  
 Last day to add ..... January 28  
 Last day 100% refund ..... January 31  
 Last day 50% refund ..... February 7  
 Last day to withdraw or audit ..... February 17  
 Last day of classes ..... February 28  
 Grades due (10 a.m.) ..... March 5

## 13-week (13W)

First day ..... February 8  
 Last day to add ..... February 14  
 Last day 100% refund ..... February 14  
 Last day 50% refund ..... February 21  
 Last day to withdraw or audit ..... April 6  
 Last day of classes ..... May 16  
 Grades due (10 a.m.) ..... May 21

## 2nd 10-week (10B)

First day ..... March 1  
 Last day to add ..... March 6  
 Last day 100% refund ..... March 7  
 Last day 50% refund ..... March 14  
 Last day to withdraw or audit ..... April 23  
 Last day of classes ..... May 16  
 Grades due (10 a.m.) ..... May 21

## 2nd 5-week (5W2)

First day ..... March 1  
 Last day to add ..... March 4  
 Last day 100% refund ..... March 7  
 Last day 50% refund ..... March 14  
 Last day to withdraw or audit ..... March 24  
 Last day of classes ..... April 11  
 Grades due (10 a.m.) ..... April 16

## 2nd 7.5-week (7H2)

First day ..... March 19  
 Last day to add ..... March 20  
 Last day 100% refund ..... March 25  
 Last day 50% refund ..... April 8  
 Last day to withdraw or audit ..... April 26  
 Last day of classes ..... May 16  
 Grades due (10 a.m.) ..... May 21

## 3rd 5-week (5W3)

First day ..... April 12  
 Last day to add ..... April 15  
 Last day 100% refund ..... April 18  
 Last day 50% refund ..... April 25  
 Last day to withdraw or audit ..... May 5  
 Last day of classes ..... May 16  
 Grades due (10 a.m.) ..... May 21

\* Students receiving financial aid should contact the Financial Aid Office before dropping, withdrawing, or changing to audit.

Students using VA Education benefits should contact Veteran & Military Services before withdrawing or changing to audit.

Students must visit Credit Registration (1<sup>st</sup> Floor, Jefferson Hall) to change their grading status to audit by the last day to withdraw for the session.

\*\* Waitlists are purged on the Friday before each session starts.

# 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.

## Spring 2025 Tuition & Fees Chart \*

Credits	In-County	Out-of-County	Out-of-State
1	\$160.92	\$316.98	\$418.98
2	\$321.84	\$633.96	\$837.96
3	\$482.76	\$950.94	\$1,256.94
4	\$643.68	\$1,267.92	\$1,675.92
5	\$804.60	\$1,584.90	\$2,094.90
6	\$965.52	\$1,901.88	\$2,513.88
7	\$1,126.44	\$2,218.86	\$2,932.86
8	\$1,287.36	\$2,535.84	\$3,351.84
9	\$1,448.28	\$2,852.82	\$3,770.82
10	\$1,609.20	\$3,169.80	\$4,189.80
11	\$1,766.78	\$3,483.44	\$4,605.44
12	\$1,924.36	\$3,797.08	\$5,021.08
13	\$2,081.94	\$4,110.72	\$5,436.72
14	\$2,239.52	\$4,424.36	\$5,852.36
15	\$2,397.10	\$4,738.00	\$6,268.00

\* Tuition and fees rates are subject to change.

Tuition and fees are part of the full cost of attendance. For more information, visit: <https://www.frederick.edu/financial-services/othercosts.aspx>.

### Tuition and fees\*

In-County per credit hour	\$131.58
Out-of-County per credit hour	\$287.64
Out-of-State per credit hour	\$389.64
For FCPS high school students, see page 4.	

**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. 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 [frederick.edu/class-schedules/html-schedule.aspx](https://www.frederick.edu/class-schedules/html-schedule.aspx).

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

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

### Books and Course Materials

Students are responsible for the purchase of textbooks and other materials for each class when applicable. See page 12 or visit [bookstore.frederick.edu](https://bookstore.frederick.edu).

### Building Trades

HVAC and Electrical (per class) ..... \$73\*

Welding (per class) ..... \$102\*

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

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

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

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

### MACEM&PS Fees

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

EMGT courses 105, 115, 125, 135, 140, 215, 225, 235 registration fee (per course, not eligible for 50% refund) ..... \$100

### Nursing Program

Assessment Technology Institute (ATI) fee ..... \$420\*

### Physical Therapist Assistant Fees

PTHA 105: Background & drug testing fee ..... \$143.99

PTHA 101: Electronic health record platform ..... \$220

### 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.

### Transcripts Fee

E-transcripts delivered electronically ..... \$8\*

Printed transcripts delivered by USPS ..... \$10.50\*

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

### Spring payment due dates:

Monday, January 13 by 6:00 p.m. and Thursday, January 23 by 6:00 p.m.

### How to avoid the Drop Zone

Students must have paid in full, or have enough anticipated financial aid posted to their PeopleSoft account, or 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 fifth day of each month that payment is due.
- Enrollment fee is \$30; 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).

## Spring 2025 Target Dates To Enroll in a Payment Plan

Payment Plan available on October 25, 2024

Last day to enroll online	Required down payment	Number of payments	Months of payments (payment date 5 <sup>th</sup> )
December 10	25%	4	January 5 - April 5
January 10	30%	3	February 5 - April 5
February 10	40%	2	March 5 - April 5
March 10	50%	1	April 5

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.

# 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**.
- New, first-time applicants, will receive a welcome letter in the mail and your New Student ID number will be emailed to you using the addresses included on your application. You will need your ID number to access your student accounts and register for classes. If you come to campus to register, bring this letter with you or take a picture of the letter.

### 2) Prepare for registration

Students who have graduated from a Maryland Public High School within the last five (5) years should submit their HS transcript to be evaluated for possible exemption from placement testing or factored into their course placement.

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) Log into FCC online accounts

Please reset your password through IT helpdesk & Password Reset button on the Student Portal page, or use the following:

<https://passwordreset.microsoftonline.com/?whr=frederick.edu>.

*Note: Make sure you are using the following format: W+studentID@myfcc.frederick.edu – Example: W1234567@myfcc.frederick.edu to log in to Outlook email and download the mobile Navigate App from your device's app store.*

### 4) New Students - Orientation, Advising, and Registration

If you're a new student planning to attend FCC for your first college experience, participating in an orientation program and meeting with an academic advisor is essential to help you prepare for your first semester. Before scheduling an orientation, advising session, or registering for classes, make sure you've applied to the college and completed your placement assessment (or submitted testing exemptions).

#### 1. Orientation

All students should complete the online Go2Orientation for helpful information about the College, Testing Services, Academic Support, Student Services, Advising, College Policies, Campus Safety and more.

In-person Orientation sessions for the Spring 2025 semester will be held before classes begin. These sessions offer you the chance to connect with key student services staff and explore the resources available to support your success at FCC.

To learn more about Go2Orientation or to schedule your in-person orientation session, visit [frederick.edu/orientation](http://frederick.edu/orientation).

#### 2. Advising

Meeting with an Academic Advisor is essential for selecting the right classes. You can schedule an appointment between September and December, or February and June, by visiting [frederick.edu/caps](http://frederick.edu/caps) or by downloading the Navigate app. During the month of January, advising will be available on a drop-in basis only. Simply visit Jefferson Hall to meet with an advisor. For more information, visit [frederick.edu/caps](http://frederick.edu/caps).

#### 3. Registration

Register for classes via PeopleSoft through the Student Portal. Your UserID for PeopleSoft is W+your student ID (e.g., W1234567), and the password is the same as your Outlook email login password.

### 5) Pay for classes

Payments can be made online through PeopleSoft or by visiting Student Finance (Jefferson Hall, 3<sup>rd</sup> Floor)

## Readmit (Returning to FCC) Students

If you've attended FCC before, but not since the spring 2023 semester, complete the admissions application and select "Readmit" under Classification. You will follow the requirements of the current catalog year.

## Current and Transfer Students

### 1) If transferring from another college or university, be sure to request all official transcripts be sent to Registration and Records.

This includes non-traditional course platforms like ACE, AP, Cambridge, CLEP, DSST(DANTES), International Baccalaureate (IB), Military, and NCCRS. Email [transferevaluation@frederick.edu](mailto:transferevaluation@frederick.edu) with any questions.

### 2) Review your Degree Plan.

See Student Services Available Online (page 5). Courses still needed are indicated as "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.

### 3) 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 Navigate mobile app or the Career & Academic Planning Services (CAPS) webpage to find your assigned advisor and to schedule an advising appointment.
- Students on academic alert or academic probation must meet with an advisor from CAPS prior to registering for classes. [frederick.edu/CAPS](http://frederick.edu/CAPS)
- Students returning from academic suspension must meet with their assigned advisor prior to registering for classes. Students returning from academic dismissal must meet with the Director of Student Success & Retention. Call 301.624.2707 to schedule an appointment.

### 4) 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.

Or, if you need assistance, you can register in person.

- **Register in person**  
Bring your registration form to Credit Registration (Jefferson Hall, 1<sup>st</sup> Floor).\*  
\*In-person registration form service is subject to change.
- If you're on academic alert or probation, you must see an academic advisor before you register.

If you plan to take more than 18 credits during the semester, you will need your advisor's signature.

### 5) 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 27 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

Students must adhere to FCPS guidelines and complete appropriate paperwork. High school students earn transcripted 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.

Discounts and waivers apply to fall and spring semesters only, summer sessions are excluded. See below for the associated waivers and discounts for each category.

### FCPS Early College - Opportunity to complete high school diploma and earn an associate degree simultaneously

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).

Current costs of tuition, fees, and books are covered by FCPS through the Maryland Blueprint legislation in most cases, refer to FCPS guidelines for details.

*Subject to change without notice.*

### FCPS High School Based - FCC courses are held at FCPS high schools in partnership with FCPS

Provides students the opportunity to enroll in college courses that are taught at their high school. **Tuition and fees are covered by FCPS under the Maryland Blueprint legislation.** Students must contact their high school guidance office for information and to enroll.

*Subject to change without notice.*

### FCPS Open Campus - Open enrollment courses held at FCC Campus

Students 16 years of age or older may enroll in college courses while concurrently enrolled in high school. **Some tuition, fees, and books are covered by FCPS under the Maryland Blueprint legislation.** Students must contact their high school guidance office for information and to enroll.

*Subject to change without notice.*

### Homeschool/Private School - Open enrollment courses held at FCC Campus

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 tuition questions, call 301.846.2456.

*Subject to change without notice.*

## 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 home 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. Complete the Visiting Student Form online.

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 registration and student account to:**

- 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 to PeopleSoft 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

*How to Check Degree Plan Video Instructions: [frederick.edu/degreeplancheck](http://frederick.edu/degreeplancheck)*

**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 online through your PeopleSoft student account. You can also make changes in person at Registration (Jefferson Hall, 1<sup>st</sup> Floor).

**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: **Withdrawing from a class after the published drop/add dates does not remove account charges. To review whether to drop a class go to <https://www.frederick.edu/admissions/registration-records/withdrawal-advising.aspx>. See the Academic Sessions, page 1, for important dates.***

### Name changes

The Name Change form is an electronic form available online or at the Welcome Desk in Jefferson Hall. [frederick.edu/registrationforms](http://frederick.edu/registrationforms)

### Address changes

The Address Change form is an electronic form available online or at the Welcome Desk in Jefferson Hall. [frederick.edu/registrationforms](http://frederick.edu/registrationforms)

### Academic plan changes

The Change of Major form is an electronic form available online. An advisor must approve and sign off on this form. [frederick.edu/registrationforms](http://frederick.edu/registrationforms)

### 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 and Vice President for Teaching, Learning, and Student Success

## 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 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 VII “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. Students, whose first language is not English, will take ACCUPLACER ESL tests to determine reading and writing placement scores when less than four (4) years of English as a Second Language high school coursework were completed.
- E. Individuals with documented disabilities as verified by the Disability Access Services Office will receive reasonable accommodations while completing the required placement tests.
- F. Individuals are permitted to retest once per ACCUPLACER Next Generation 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 VII “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 ENGL101 or the first college-level English composition course at an accredited U.S. institution or credit through 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. For the purpose of placement test exemption, AP test scores are valid for five years from the test date.
  3. The International Baccalaureate (IB) full diploma or 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. The Cambridge Advanced International Certificate of Education (AICE) at AS-Level or A-Level coursework. Exam scores of e(e) or E(e) or higher in English Language or Language & Literature. For the purpose of placement test exemption, Cambridge AICE grades are valid for five years.
  5. English 10 MCAP score of 3 or 4 (Early Fall MCAP score of 2 or 3). For the purpose of placement test exemption, this score is valid for one year after an individual's date of high school graduation.
  6. The PARCC ELA test score of 4 or 5. For the purpose of placement test exemption, this score is valid for one year after an individual's date of high school graduation.
  7. 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. For the purpose of placement test exemption, 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. For the purpose of placement test exemption, IB test scores are valid for five years from the test date.
  4. The Cambridge Advanced International Certificate of Education (AICE) at AS-Level or A-Level coursework. Exam scores of e(e) or E(e) or higher in Mathematics. For the purpose of placement test exemption, Cambridge AICE grades are valid for five years.
  5. Algebra II or Geometry MCAP score of 3 or 4 (Early Fall MCAP score of 2 or 3). This score is valid for one year after an individual's date of high school graduation.
  6. The Algebra II or Geometry PARCC test score of 4 or 5. For the purpose of placement test exemption, this score is valid for one year after an individual's date of high school graduation.
  7. 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, unless otherwise noted.
1. Algebra II with an A or B, or Advanced Algebra with Trigonometry with an A or B or C, completed within the past two years, are eligible to enroll in courses up to and including FCC course MATH145.
  2. Intermediate Transitional Algebra or Transitional Math Modules with an A or B are eligible to enroll in MATH 101A, MATH120A, MATH 145S or MATH 110/113.
  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 earning the designated score on an FCC-approved college-readiness exam are eligible to enroll in non-STEM FCC course MATH101 or MATH120.
- E. Individuals from FCPS who successfully completed English 12 and earn a final letter 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 FCC course ENGL101. This exemption is valid for one year after the individual's date of high school graduation.
- F. Individuals from FCPS, whose first language is not English, will be exempted from the ACCUPLACER ESL placement tests and may concurrently enroll in FCC course ESOL100 while in high school, if they provide evidence of successfully completing EL English 10 with final letter grade of A or B. This exemption is valid only for rising juniors.
- G. 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 530 or higher 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 Evidence-based Reading & Writing score of 480 or higher are exempted from reading and writing placement testing.
  4. Individuals with an average ACT score of 21 or higher on the English & Reading Tests are exempted from reading and writing placement testing.
- H. 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, 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.
- I. 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. Testing Center Services Director will evaluate the scores and assign appropriate course placement(s).

- J. Individuals who provide 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 University System of Maryland college/university are exempted from corresponding placement tests. There is no expiration for this exemption regarding the age of the transfer course. Reading and writing placement exemptions do not apply to ESL course work.
- K. Visiting students from other institutions of higher learning 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; complete the Visiting Student Form.
- L. 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.
- M. 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.
- N. 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.
- O. Individuals who have completed their junior year or graduated from a Maryland Public High School 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 Language (ESL) courses. This GPA exemption will be valid for five years after the date of the individual's high school graduation.
- P. Individuals who are otherwise exempted by the Associate Vice President for the Center for Teaching and Learning or their designee.

**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**

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**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 Student Experience

### 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. *G.I. Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at www.benefits.va.gov/gibill.*

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 section VI - A 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

- Individuals in "B Temporary Visitor Status" are not allowed to engage in a course of study, which is not for credit leading to a degree or 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.
- 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.
- 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.
- 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

- 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
  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
  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, service members, and their families and for links to additional resources, please visit [frederick.edu/veterans](http://frederick.edu/veterans).

The FCC point of contact for students using VA and Military Education programs is FCC Veteran and Military Services, Annapolis Hall (A-109); [veterans@frederick.edu](mailto:veterans@frederick.edu); 301.624.2836.

**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 starting December 13, 2024 for Spring 2025 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 10 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, by completing the **Free Application for Federal Student Aid (FAFSA)** at [studentaid.gov](http://studentaid.gov). 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. Students must pay fees not covered by the waiver.

## Disability Access Services (DAS)

In accordance with Section 504 and the ADA the College provides reasonable accommodations and 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 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)

## 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.** Academic refunds are usually processed after the second week of the term start date. Students that withdraw from classes after the refund period do not receive a reduced rate and are responsible for all tuition and fees until paid in full. Please note: FCC no longer partners with Bank Mobile to process our refunds.

### Forms of Payment

**Paid by credit card** – Refunds will be credited back to the card originally charged.

**ACH/Cash/Check** – Refunds will be processed as a check mailed directly to the student from FCC. Please make sure your address on file at FCC is accurate.

**Financial Aid recipient** – A check refund will be issued by FCC and mailed through the postal service to the address on file after attendance is verified. We recommend consulting the Financial Aid Office regarding any rules and regulations that may impact your award prior to dropping any classes. This is important as it may affect your financial aid package and cause you to owe money back to the college.

Contact Student Finance at 301.846.2456 with any refund questions.

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 must be submitted by the time the course is dropped. Complete details are available online.

[bookstore.frederick.edu/refunds](http://bookstore.frederick.edu/refunds)

## 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, opt. 1) 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 or eligible certificate program. Students are encouraged to meet with an academic advisor to ensure they are enrolled in required course work.

### Application Process

1. Complete the 2024-2025 Free Application for Federal Student Aid (FAFSA) online at [studentaid.gov](http://studentaid.gov) and list the school code in step 6 (002071). **Priority deadline to apply is November 1, 2024.**
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 an IRS Tax Transcript. Students should check their "To Do" list in PeopleSoft under the TASKS tile for a list of required documents. Some tasks will direct students to complete and submit documentation is StudentForms.

If you apply after the deadline and your file has not yet been processed, you will need to make payment arrangements with the Student Accounts Office. 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 must drop their courses prior to the 100% refund date for their sessions if they do not attend.

## Recommended deadline for the Spring 2025 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.

Students should submit all required paperwork by **November 1, 2024** for the Spring semester to allow for processing. Students submitting paperwork after this deadline should sign up for a payment plan to ensure they are not dropped for non-payment.\* Submission of a FAFSA and paperwork is not a guarantee of eligibility for financial aid.

\* 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 Maryland 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.

## 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:

- **October 1, 2024 - December 31, 2024 for Spring 2025 semester**

Contact Michael Thornton, scholarship program manager, in the FCC Foundation Office, 301.846.2438 to explore your options.

## 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. Stop in for school supplies, snacks, and the latest FCC gear.

Order your books online at [bookstore.frederick.edu](http://bookstore.frederick.edu). Ordering assistance is available by emailing [bookstore@frederick.edu](mailto:bookstore@frederick.edu), or in person at our customer service counter. Counter service for course materials is available with your FCC Student ID. The store offers in-store pickup, delivery to Student Center Smart Lockers for pickup after hours, or shipping to your address.

Students may use their financial aid credit balance towards the purchase of their course materials and supplies. To pay with SFA online, select Student Web Charge as the payment method.

Students are responsible for purchasing their course materials. Visit [bookstore.frederick.edu](http://bookstore.frederick.edu) and search with your student ID for more details.

FCC has partnered with Slingshot to automatically provide all required course materials to Open Campus, Career Pathways, and Early College students in alignment with the Maryland Blueprint for Education. Information regarding access to digital books and materials will be sent directly to students' FCC email addresses. Contact the Bookstore for more information. [bookstore@frederick.edu](mailto:bookstore@frederick.edu)

## DINING SERVICES

FCC has partnered with Canteen USA to manage the Cougar Café, Coffee Shop, and Catering services. For hours of operation and additional information, visit [frederick.edu/student-resources/dining-services.aspx](http://frederick.edu/student-resources/dining-services.aspx). Canteen can be contacted at [cafemanager@frederick.edu](mailto:cafemanager@frederick.edu) or by phone at 301.846.2738

## FCC LIVE WELL

Various food resources are available on main campus and at the Monroe Center, as well as services for mental and physical wellness. FCC is committed to providing free access to these services to support students through any challenges they may be having. For details, contact [livewell@frederick.edu](mailto:livewell@frederick.edu) or 301.624.2786. More information can be found at [frederick.edu/needsupport](http://frederick.edu/needsupport).

## 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 spring 2025 is located on pages 16-17.

## 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 spring 2025 is located on page 17.

## FCC Transcript Services (Outgoing Transcripts)

### FEMA Students

Instructions for ordering official transcripts are located on the Mid-Atlantic Center for Emergency Management & Public Safety Independent Study Credit Conversion Page.

### Official Credit Transcripts (All Students and Alumni)

Registration & Records is pleased to announce a convenient transcript service through a third-party vendor for current and former college students. The service allows students to order their official transcripts online to be sent electronically or through the mail (USPS).

For more information on requesting an official transcript or outgoing transcript services, please visit <https://www.frederick.edu/current-students/transcript-services>

For further assistance, please contact [TranscriptRequest@frederick.edu](mailto:TranscriptRequest@frederick.edu)

### FCC Digital Credentials – Your FCC Diploma

Frederick Community College is pleased to announce that graduates receiving an associate and/or certificate diploma will receive a printed diploma and will be able to retrieve a free certified electronic credential known as a CeDiploma or CeCertificate.

Students whose associate and/or certificate credentials were posted before August 1, 2022 can order and pay for a legacy digital diploma using the Diploma Reprint Request form. Select Legacy CeDiploma from the drop-down menu.

For information regarding graduation, commencement, and your FCC diploma, please visit <https://www.frederick.edu/current-students/fccgraduation-commencement.aspx>

For further assistance, please contact [graduation@frederick.edu](mailto:graduation@frederick.edu)



# DIRECTORY

College Information	301.846.2400	assist@frederick.edu
Admissions	301.624.2716	admissions@frederick.edu
Athletics	301.846.2500	athletics@frederick.edu
Bess & Frank Gladhill Learning Commons/Library	301.846.2444	https://answers.frederick.edu
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 Teaching & Learning	301.846.2521	ctl@frederick.edu
Continuing Education & Workforce Development	301.624.2888	ceinfo@frederick.edu
Counseling & Wellness Services	301.624.2785 & 301.624.2757	counselingandwellness@frederick.edu
Disability Access Services (DAS)	301.846.2408	disabilityservices@frederick.edu
Dual Enrollment/Open Campus	301.624.2893 & 240.629.7993	dualenrollment@frederick.edu
FEMA Program and Transcripts	301.624.2854	creditconversion@frederick.edu
Financial Aid	301.846.2620	financialaid@frederick.edu
Global Learning	301.846.2521	jorellana@frederick.edu
Graduation	301.846.2431	graduation@frederick.edu
Internship & Apprenticeship	301.624.2724	internships@frederick.edu
Making Our Space an Inclusive Community (MOSAIC) Center	240.629.7841	mosaiccenter@frederick.edu
Online Learning and Instructional Innovation	301.846.2401	kjacob@frederick.edu
Prior Learning Assessment	301.846.2587	atobery@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
Student Leadership & Engagement	301.624.2793	studentengagement@frederick.edu
Student Wellness & Support Programs	301.624.2786	livewell@frederick.edu
Student Success Programs	301.624.2894	studentsuccessprograms@frederick.edu
Testing Center	301.846.2522	testingcenter@frederick.edu
Transfer Coordinator (Transfer with Success Act)	301.846.2595	ter@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: Karen A. Wilson	301.624.2848
Business Administration, Business Management, Economics: Susan McMaster	240.629.7978
Computer Science, Game and Simulation Development: Jonathan Southard	301.624.2753
STEM Technology (Cybersecurity, Information Technology): James Hatch	301.624.2769

## Communication, Arts & Languages (CAL)

Academic Office Manager (F-101): Amy Mabey	301.846.2512
American Sign Language: Jerri Seremeth	240.772.5935
Sign Language Interpreter Prep: Leslie Puzio	301.624.2783
Art: Wendell Poindexter	301.846.2513
Audio Production: Todd Campbell	301.624.2844
Communication: Kathy Brooks	301.846.2635
Mass Communication: Kathy Brooks	301.846.2635
Graphic Design: Diane Xu	301.846.2637
Film & Video Production: Jason Santelli	301.846.2533
Music: 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	240.629.7902
Computer Aided Design Technology	240.629.7902
Construction Management Technology	240.629.7902
Administrative Associate (Monroe, MC-152B): Shela Stewart	240.629.7912

## English & Humanities

Academic Office Manager (H-243): Valerie Fox	301.846.2600
English & Humanities: Anne Hofmann	240.629.7926
ACCE Coordinator: Brian Stipelman	301.624.2761
Developmental English: Jocelyn Hirai	301.846.2450
Dual Enrollment English Coordinator: Bryan Hiatt	301.846.2511
ENGL101 Coordinator: Aaron Clayton	240.629.7834
Humanities/Philosophy: Anne Hofmann	240.629.7926

## English for Speakers of Other Languages

Program Manager (E-109):	240.629.7962
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## Health Science

Academic Office Manager (L-109): Ann Geyer	301.846.2605
Academic Office Manager (L-108): Earl (Dex) Manthey	301.846.2524
Director of Nursing Education: Kyla Newbould	301.846.2607
Health & Exercise Science: Noah Gibson	301.846.2503
Medical Assistant: Michele Tertel	301.624.2845
Physical Therapist Assistant: Amelia Iams	301.846.2644
Respiratory Care: Jessica Missavage	301.846.2528
Surgical Technology: Crystal Shea	240.629.7959

## Honors

Bruce Thompson	301.846.2535
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## Hospitality, Culinary & Tourism Institute (HCTI) (The Monroe Center)

Institute Manager: Nicholas Morgan	240.629.7902
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: Kylene Cross	240.629.7835
Dual Enrollment Mathematics Coordinator: Mary Guzman	301.846.2638

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

Academic Office Manager (A106-C): Julie Hoyle	240.629.7930
Public Safety AAS, Criminal Justice AOC, National Security AOC, Emergency Management AOC, Emergency Management AAS, Emergency Management Certificate: Didi Culp	240.629.7952
Program Coordinator, Remote Learning: Lauren Weldon	301.624.2854
Fire Service Administration AOC, Legal Studies, Police Science AAS: Jason Deater	301.846.2687

## Science

Academic Office Manager (C-118): Sharon Smith	301.846.2510
Science (STEM): Patricia Sheppard	301.846.2577
Health Transfer: Jessica Newnam	301.846.2581
Biology: Teresa Calzonetti	301.846.2577
Non-STEM Biology: Thecla Gibson	301.846.2628
Non-STEM Physical Sciences: Natasha Cleveland	301.846.2563
Biotechnology: Savita Prabhakar	301.846.2564
Chemistry: Christine ChinChoy	240.629.7807
Engineering: Perry Wood	301.846.2554

## Social Sciences & Education

Academic Office Manager (H-242): Nicole Welch	301.846.2507
Addictions Counseling, Human Services: Kristen Wells	301.846.2696
Anthropology/Archaeology, Geography, History: Lauren Lippiello	301.846.2673
Early Childhood Education/Early Childhood Special Education, and Early Childhood Development: Delaine Welch	301.846.2559
Elementary Education/Elementary Special Education, Secondary Education: Julie Horton	301.846.2461
Political Science, Sociology: Esayas Geleta	301.846.2571
Psychology: Lisa DiDonato	301.846.2465

## 1. Arts & Humanities

### Arts

#### Music

- MUSC 101 - Music History and Appreciation (3)
- MUSC 103 - Fundamentals of Music (3)
- MUSC 104 - Songwriting I (3)
- MUSC 109 - American Popular Music (3)
- ‡ MUSC 201 - Music Cultures of the World (3)

#### Theater

- ‡ THEA 100 - Introduction to Theatre (3)
- THEA 112 - Introduction to Acting (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 109 - Survey of African American Art History (3)
- ARTT 113 - Pottery I (3)
- COMM 111 - Introduction to Mass Communication (3) Δ
- FILM 101 / 101H - Introduction to Film (3)

#### Writing

- ENGL 215 - Writing Children's Literature (3)

### Communication

- COMM 101 - Introduction to Communication Studies (3)
- ‡ COMM 102 - Interpersonal Communication (3)
- COMM 103 - 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 241 - Journalism Publication Practicum (3) +

### Humanities

#### English

- ENGL 102 - English Composition and Literature (3) \*
- ‡ ENGL 206 - World Literature 1650 C.E. through the Present (3)
- ENGL 215 - Writing Children's Literature (3)

- ENGL 216 - The Short Story (3)
- ‡ ENGL 230 - African American Literature (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 204 - World Religions (3)
- ‡ HUMN 210 - The Language of Hip Hop (3)
- HUMN 223 - Classical Mythology (3)

#### Languages

##### American Sign Language

- ASLS 121 - American Sign Language I (3)
- ASLS 122 - American Sign Language II (4)
- ASLS 223 - American Sign Language III (4)
- ASLS 224 - American Sign Language IV (4)
- ASLS 225 - American Sign Language V (4)

##### French

- FREN 101 - Introductory French I (3)
- FREN 102 - Introductory French II (3)

##### German

- GERM 102 - Introductory German II (3)

##### Latin

- LATN 101 - Introductory Latin I (3)

##### Russian

- RUSS 101 - Introductory Russian I (3)

##### Spanish

- SPAN 101 - Introductory Spanish I (3)
- SPAN 102 - Introductory Spanish II (3)
- ‡ SPAN 200 - Spanish for Heritage and Fluent Speakers (3)
- ‡ SPAN 202 - Intermediate Spanish II (3)

#### Philosophy

- PHIL 101 - Introduction to Philosophy (3)
- PHIL 105 - 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)
- ‡ ASLS 124 - Introduction to Deaf Community and History (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 / 101A - Foundations of Mathematics (3)
- MATH 110 - Fundamental Concepts of Mathematics I (4)
- MATH 120 / 120A - Statistics (3)
- MATH 125 - Business Statistics (3)
- MATH 127 - Statistics with Probability (4)
- MATH 145 / 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

### Biological Science

- BSCI 100 - Fundamental Concepts of Biology (4)
- BSCI 105 - Human Ecology (3)
- 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)

## Biotechnology

BIOT 101 - Biotechnology and Society (3)  
BIOT 130 - Forensic Biology (4)

## Chemistry

CHEM 100 / 100H - Chemistry and Society (4)  
CHEM 101 - General Chemistry I (4)  
CHEM 102 - General Chemistry II (4)

## Physical Science

PHSC 101 - Survey of Physical Science (3)  
PHSC 104 - 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 122 - Historical Geology (4)

## Physics

PHYS 101 - Survey of Physics (3)  
PHYS 122 - Fundamentals of Physics II (4)  
PHYS 151 - General Physics I (4)  
PHYS 252 - General Physics II (4)

‡ 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.

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

## 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 (3)  
ANTH 101 - Introduction to Anthropology (3)  
ANTH 103 / 103H - Introduction to Archeology (3)  
ARTT 100 - Introduction to the Creative Arts (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 109 - Survey of African American Art History (3)  
ASLS 124 - Introduction to Deaf Community and History (3)  
BMGT 281 - Global Awareness in the Work Environment (3)  
COMM 102 - Interpersonal Communication (3)

## 6. Social & Behavioral Sciences

### Anthropology

‡ ANTH 101 - Introduction to Anthropology (3)

### Economics

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

### 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)  
‡ GEOG 201 - Urban Social 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 - We the People: U.S. History to 1865 (3)

HIST 202 - Let Freedom Ring: U.S. History since 1865 (3)  
‡ HIST 217 - African-American History (3)  
HIST 220 - World War II (3)

### Political Science

POSC 104 - American Government (3)

### Psychology

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

### Sociology

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

COMM 105 - Small Group Communication (3)  
ECON 200 - Principles of Macroeconomics (3)  
EDUC 230 - Foundations of Special Education (3)  
EMGT 213 - Social Impacts of Disaster (3)  
ENGL 206 - World Literature 1650 C.E. through the Present (3)  
ENGL 230 - African American Literature (3)  
GEOG 102 - Cultural Geography (3)  
GEOG 201 - Urban Social Geography (3)  
HCTI 225 - International and American Regional Cuisine (4)  
HIST 121 - World History I (3)  
HIST 122 - World History II (3)  
HIST 217 - African-American History (3)  
HONR 101 - Honors Academic Engagement Seminar (3)

HUMN 101 - Cultural Identity in America: Race, Class, Gender, and Sexuality (3)  
HUMN 105 - Cultural Studies: Latin America (3)  
HUMN 204 - World Religions (3)  
HUMN 210 - The Language of Hip Hop (3)  
LGST 100 - Introduction to Law (3)  
MUSC 201 - Music Cultures of the World (3)  
NURS 101 - Introduction to Clinical Nursing (6)  
SOCY 102 - Social Problems (3)  
SOCY 210 - Ethnic Diversity (3)  
SOCY 212 - Gender and Society (3)  
SPAN 200 - Spanish for Heritage and Fluent Speakers (3)  
SPAN 202 - Intermediate Spanish II (3)  
SURG 130 - Introduction to Surgical Technology (6)  
THEA 100 - Introduction to Theatre (3)

# Course Formats

## Spring 2025

FCC offers a variety of course formats to meet the individual needs of students. 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 should be observed while on campus.

### Online Courses (ONL)

The course 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.

### Web Enhanced (WE)\*

This course will meet on campus in an in-person environment, typically during a 13-week session.

There will be additional mandatory online activities.

Students are expected to attend all class sessions.

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

### Structured Remote Courses (SR)\*

The course 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 will occur a minimum of once per week during scheduled class times. Scheduled real-time virtual session dates will be designated on the 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. Students will meet all expected deadlines and expectations outlined by the professor.

All College health and safety protocols should 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, WEB ENHANCED (WE), 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.

# CREDIT OFFERINGS | SPRING 2025

## 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 270 - STEM Seminar 4 (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 117 - Payroll Accounting (3)		
ACCT 202 - Intermediate Accounting II (4)		
ACCT 203 - Managerial Cost Accounting (3)		\$
ACCT 214 - Auditing (3)		
ACCT 233 - Applied Accounting (3)		

## ANTH: Anthropology

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

## ARTT: Art

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 107 - Drawing II (3)	
ARTT 109 - Survey of African American Art History (3)	🍏 🔍
ARTT 110 - Introduction to Watercolor I (3)	
ARTT 111 - Watercolor II (3)	
ARTT 112 - Jewelry Design (3)	
ARTT 113 - Pottery I (3)	🍏
ARTT 114 - Pottery II (3)	
ARTT 204 - Illustration I (3)	
ARTT 205 - Illustration II (3)	
ARTT 206 - Introduction to Figure Study (3)	
ARTT 207 - Painting I (3)	
ARTT 208 - Painting II (3)	
ARTT 210 - Sculpture (3)	
ARTT 220 - Intermediate Sculpture (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 125 - Depictive Verbs and Classifiers in ASL (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 - Introduction to the Structure of ASL (3)	



### Real Time Credit Schedule

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**General Education Courses:** This symbol indicates a general education course. A full list of general education offerings for spring 2025 is located on pages 16-17.



**Cultural Competence Requirement:** This symbol indicates a course that will fulfill the cultural competence requirement. A full list of cultural competence offerings for spring 2025 is located on page 17.

## BIOT: Biotechnology

BIOT 101 - Biotechnology and Society (3)	🍏
BIOT 103 - Basic Lab Techniques (1)	
BIOT 110 - Molecular Biology Techniques (4)	
BIOT 130 - Forensic Biology (4)	🍏
BIOT 220 - Cell Biology and Cell Culture Techniques (4)	
BIOT 222 - Cell Therapy and Flow Cytometry (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 222 - Advanced Welding: SMAW (4)	+
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 221 - Public Relations (3)	💰
BMGT 225 - Marketing (3)	💰
BMGT 227 - Principles of Management (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 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)	🍏
BSCI 240 - Genetics (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 220 - Residential Architecture II (4)	
CADT 225 - Commercial Architecture (3)	

## 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 204 - Police Operational Services (3)	
CCJS 214 - The Correctional Process (3)	
CCJS 220 - Criminal Evidence & Procedure (3)	💰

## CHEM: Chemistry

CHEM 100 - Chemistry and Society (4)	🍏
CHEM 100H - 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)	



**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.



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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)	🍏	💰
CMIS 111L - UNIX/Linux Operating System (3)		💰
CMIS 111V - Virtualization and Cloud Essentials (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 200 - IT Support Services (3)		💰
CMIS 201 - Computer Science I (4)		💰
CMIS 202 - Computer Science II (4)		💰
CMIS 203 - Systems Analysis & Design (3)		💰
CMIS 208 - C++ Programming (3)		💰
CMIS 217 - Cybercrime and Digital Forensics (3)		💰
CMIS 218 - Information Security (3)		💰
CMIS 219 - Ethical Hacking (3)		💰
CMIS 225C - Computer Programming Language: Mobile Applet Programming (3)		💰
CMIS 226 - Game Scripting (3)		💰
CMIS 227 - Game Programming (4)		💰
CMIS 228 - Simulation and Game Development (4)		💰
CMIS 266 - Cloud System Administration (3)		💰
CMIS 280 - Networking Fundamentals (3)		💰
CMIS 281 - Security Fundamentals (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 210 - Construction Project Cost Estimating (3)



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## COMM: Communication

COMM 101 - Introduction to Communication Studies (3)	🍏	
COMM 102 - Interpersonal Communication (3)	🍏	🔍
COMM 103 - Public Speaking (3)	🍏	💰
COMM 105 - Small Group Communication (3)	🍏	🔍
COMM 107 - Career Communication (3)	🍏	💰
COMM 111 - Introduction to Mass Communication (3)	🍏	
COMM 201 - Foundations of Communication Theory (3)		

## ECED: Early Childhood Development

ECED 101 - Child Development & Behavior (3)		
ECED 105 - Introduction to Early Childhood Education (3)		
ECED 125 - Methods and Materials in Early Childhood (3)		
ECED 205 - Administration of Child Development Centers (3)		
ECED 215 - Understanding and Guiding the Young Child's Behavior (3)		
ECED 225 - Language & Literacy Development in Early Childhood (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 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 106 - Hazard, Risk, and Mitigation (3)	
EMGT 111 - Preparing and Securing the Homeland (3)	
EMGT 207 - National Security in a Changing World (3)	
EMGT 213 - Social Impacts of Disaster (3)	🔍 💰
EMGT 220 - Emergency Operations Planning (3)	💰
EMGT 221 - Public Safety Leadership and Ethics (3)	
EMGT 295 - Navigating Information Landscapes: The Good, the Bad, and the Misleading (1)	💰
EMGT 296 - Research Methods (1)	💰
EMGT 297 - Public Safety Capstone (1)	💰

## 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 102 - English Composition and Literature (3)	🍏
ENGL 206 - World Literature 1650 C.E. through the Present (3)	🍏 🔍
ENGL 210 - Creative Writing (3)	
ENGL 212 - Newswriting and Reporting (3)	
ENGL 215 - Writing Children's Literature (3)	🍏
ENGL 216 - The Short Story (3)	🍏
ENGL 219 - Technical Writing (3)	
ENGL 222 - Creative Writing Practicum (3)	💰
ENGL 230 - African American Literature (3)	🍏 🔍
ENGL 241 - Journalism Publication Practicum (3)	🍏

## ENGR: Engineering

ENGR 100 - Introduction to Engineering Design (3)	💰
ENGR 210 - Mechanics of Materials (3)	
ENGR 212 - Engineering Dynamics (3)	

## ESOL: English for Speakers of Other Languages

ESOL LA - Language Acquisition (0) [3]	
ESOL 80 - Preparation for English for Academic Purposes (0) [6]	
ESOL 100 - English for Academic Purposes (3)	

## EXSC: Exercise Science

EXSC 170 - Introduction to Health and Exercise Science (3)	
EXSC 180 - Care and Prevention of Athletic Injuries (3)	
EXSC 227 - Principles of Resistance Training Technique and Program Design (3)	
EXSC 230 - Fitness Instruction (3)	
EXSC 240 - Fitness Assessment and Programming (3)	
EXSC 250 - Essentials of Personal Training (3)	
EXSC 260 - Psychology of Sport (3)	

## FILM: Film & Video

FILM 101 - Introduction to Film (3)	🍏
FILM 101H - 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 103 - Fire Investigation and Analysis (3)	
FIRE 201 - Fire and Emergency Services Administration (3)	

## FREN: World Languages: French

FREN 101 - Introductory French I (3)	🍏
FREN 102 - Introductory French II (3)	🍏

## GEOG: Geography

GEOG 101 - Elements of Geography (3)	🍏
GEOG 102 - Cultural Geography (3)	🍏 🔍
GEOG 201 - Urban Social Geography (3)	🍏 🔍



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## GERM: World Languages: German

GERM 102 - Introductory German II (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) +  
 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 - We the People: U.S. History to 1865 (3) 🍏 \$

HIST 202 - Let Freedom Ring: U.S. History since 1865 (3) 🍏 \$  
 HIST 217 - African-American History (3) 🍏 🔍  
 HIST 220 - World War II (3) 🍏

## HLTH: Health Education

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

## HONR: Honors

ANTH 103H - Introduction to Archeology (3) 🔍  
 CHEM 100H - Chemistry and Society (4) 🍏  
 FILM 101H - Introduction to Film (3) 🍏  
 HONR 101 - Honors Academic Engagement Seminar (3) 🍏 🔍  
 HONR 102 - The Research Process (1)  
 HONR 201 - Honors Applied Leadership & Research (3)  
 PSYC 202H - Social Psychology (3) 🍏  
 PSYC 206H - Abnormal Psychology (3)  
 SOCY 101H - Introduction to Sociology (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 (3) 🍏 🔍  
 HUMN 204 - World Religions (3) 🍏 🔍  
 HUMN 210 - The Language of Hip Hop (3) 🍏 🔍  
 HUMN 223 - Classical Mythology (3) 🍏

## HUMS: Human Services

HUMS 103 - Introduction to Social Work and the Human Services (4)  
 HUMS 202 - Techniques of Counseling (3)  
 HUMS 203 - Theories of Counseling (3)  
 HUMS 204 - Ethics and Practice Issues in the Human Services and Addiction Counseling (3)  
 HUMS 205 - Addictions Counseling Delivery (3)  
 HUMS 206 - Pharmacology of Psychoactive Drugs (3)



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## INTP: American Sign Language Interpreting

INTP 114 - Consecutive Interpreting (3)  
INTP 216 - Transliterating I (3)  
INTP 222 - ASL to English Interpreting II (3)  
INTP 224 - English to ASL Interpreting II (3)  
INTP 226 - Transliterating II (3)  
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) 🍏

## 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)  
LGST 240 - Family Law (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 170 - Introduction to Discrete Mathematics (3) 💰  
MATH 175 - Applied Calculus (3) 🍏 💰

MATH 185 - Calculus I (4) 🍏  
MATH 195 - Calculus II (4) 🍏  
MATH 220 - Introduction to MATLAB (1)  
MATH 275 - Differential Equations (3)  
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 111 - Basic Anatomy and Physiology for Medical Assistants (3)  
MEDA 112 - Medical Office Procedures (3)  
MEDA 115 - Medical Laboratory Procedures (3)  
MEDA 117 - Foundations of Medical Assisting I (3)  
MEDA 120 - Pharmacology for Medical Office Practice (3)  
MEDA 122 - Foundations of Medical Assisting II (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 104 - Songwriting I (3) 🍏 💰  
MUSC 106 - Ear Training and Musicianship I (1)  
MUSC 107 - Ear Training and Musicianship II (1)  
MUSC 109 - American Popular Music (3) 🍏 💰  
MUSC 112 - Music Theory II (3)  
MUSC 118 - Choral Ensemble I (1)  
MUSC 120 - Jazz Ensemble I (1)  
MUSC 122 - Orchestral Ensemble I (1)  
MUSC 124 - Wind Ensemble I (1)  
MUSC 126 - Chamber Ensemble I (1) 💰  
MUSC 130 - Foundations of Audio Technology (3)  
MUSC 135 - Audio Recording Techniques (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 207 - Ear Training and Musicianship IV (1)  
MUSC 212 - Music Theory IV (3)  
MUSC 218 - Choral Ensemble II (1)  
MUSC 220 - Jazz Ensemble II (1)  
MUSC 222 - Orchestral Ensemble II (1)

MUSC 224 - Wind Ensemble II (1)	
MUSC 226 - Chamber Ensemble II (1)	\$
MUSC 235 - Advanced Audio Production (3)	
MUSC 250 - Music Industry Practicum and Seminar (1)	
MUSC 251 - Class Piano III (1)	
MUSC 252 - Class Piano IV (1)	

### MUSC: Applied Music

MUSC 173 - First Year Piano (1)	+
MUSC 175 - First Year Voice (1)	+
MUSC 179 - First Year Brass (1)	+
MUSC 181 - First Year Woodwinds (1)	+
MUSC 183 - First Year Strings (1)	+
MUSC 185 - First Year Guitar (1)	+
MUSC 187 - First Year Percussion (1)	+
MUSC 273 - Second Year Piano (1)	+
MUSC 275 - Second Year Voice (1)	+
MUSC 279 - Second Year Brass (1)	+
MUSC 281 - Second Year Woodwinds (1)	+
MUSC 283 - Second Year Strings (1)	+
MUSC 285 - Second Year Guitar (1)	+
MUSC 287 - Second Year Percussion (1)	+

### NURS: Nursing

NURS 50 - Preparation for Nursing (0) [1]	
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)	

### PBHL: Public Health Science

PBHL 170 - Foundations of Public Health (3)	
PBHL 240 - Introduction to Health Behaviors (3)	

### PHED: Physical Education

PHED 115 - Weight Training (1)	
PHED 137 - Yoga Basics (1)	
PHED 138 - Tai Chi (1)	
PHED 143 - Pilates (1)	
PHED 152 - Methods of Strength Training and Conditioning II (1)	
PHED 165 - Fitness for Living (3)	🍏
PHED 185 - Yoga Practice and Fundamentals (3)	

### PHIL: Philosophy

PHIL 101 - Introduction to Philosophy (3)	🍏
PHIL 105 - Ethics (3)	🍏
PHIL 208 - Business Ethics (3)	🍏

### PHSC: Physical Science

PHSC 101 - Survey of Physical Science (3)	🍏	
PHSC 104 - 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 122 - Historical Geology (4)	🍏	

### PHYS: Physics

PHYS 101 - Survey of Physics (3)	🍏	
PHYS 122 - Fundamentals of Physics II (4)	🍏	\$
PHYS 151 - General Physics I (4)	🍏	\$
PHYS 252 - General Physics II (4)	🍏	\$
PHYS 253 - General Physics III (4)		\$



#### Real Time Credit Schedule

Course offerings information is subject to change. For the complete and current detailed listing of the schedule of classes, visit [frederick.edu/realtimeschedule](https://frederick.edu/realtimeschedule)



**General Education Courses:** This symbol indicates a general education course. A full list of general education offerings for spring 2025 is located on pages 16-17.



**Cultural Competence Requirement:** This symbol indicates a course that will fulfill the cultural competence requirement. A full list of cultural competence offerings for spring 2025 is located on page 17.

## PLAC: Prior Learning Assessment Course

PLAC 101 - Prior Learning Assessment: Portfolio Development (1)

## POSC: Political Science

POSC 104 - American Government (3) 🍏

POSC 206 - Civil Liberties (3)

## PSYC: Psychology

PSYC 101 - General Psychology (3) 🍏 💰

PSYC 104 - Issues of Drug/Alcohol Use (3)

PSYC 201 - Developmental Psychology (3)

PSYC 202 - Social Psychology (3) 🍏

PSYC 202H - Social Psychology (3) 🍏

PSYC 204 - Psychology of Adolescence (3)

PSYC 206 - Abnormal Psychology (3)

PSYC 206H - Abnormal Psychology (3)

## PTHA: Physical Therapist Assistant

PTHA 110 - Kinesiology (4)

PTHA 113 - Physical Agents (3)

PTHA 120 - Pathology (2)

PTHA 230 - Professional Seminar (2)

PTHA 235 - Clinical Experience II (4)

PTHA 240 - Clinical Experience III (5)

## RESP: Respiratory Care

RESP 101 - Gas Exchange Physiology (2)

RESP 105 - Cardiopulmonary and Renal Anatomy and Physiology (3)

RESP 107 - Principles of Mechanical Ventilation (4)

RESP 109 - Clinical Practicum I (2)

RESP 204 - Pulmonary Rehabilitation and Home Care (2)

RESP 205 - Professional Seminar (2) +

RESP 207 - Cardiopulmonary and Renal Pathophysiology Review (3)

RESP 209 - Clinical Practicum IV (2)

## RUSS: World Languages: Russian

RUSS 101 - Introductory Russian I (3) 🍏

## SOCY: Sociology

SOCY 101 - Introduction to Sociology (3) 🍏

SOCY 101H - Introduction to Sociology (3) 🍏

SOCY 102 - Social Problems (3) 🍏 🔍

SOCY 201 - Criminology (3)

SOCY 207 - Sexuality and Society (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 200 - Spanish for Heritage and Fluent Speakers (3) 🍏 🔍

SPAN 202 - Intermediate Spanish II (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 135 - Fundamentals of Surgical Technology II (5)

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 107 - Improvisation I (3)

THEA 112 - Introduction to Acting (3) 🍏

THEA 202 - Advanced Acting (3)

THEA 203 - Fundamentals of Directing (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.



**Courses with Additional Fees:** This symbol indicates a course with additional fees. For fee amounts and full details, review the notes in the online, real-time schedule.



## ONLINE, STRUCTURED REMOTE, WEB ENHANCED & HYBRID COURSES

Please read the following requirements before registering for an online, structured remote, web enhanced, 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.

### Online, structured remote, web enhanced, and hybrid 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 or Google Chrome, plus a webcam and microphone
- 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 course materials from the FCC Bookstore in person or online at [bookstore.frederick.edu](http://bookstore.frederick.edu). Use your FCC student ID number to find the right materials. Different course sections may require different materials.

### 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.

**Handshake**



Frederick Community College

# The #1 way college students find jobs

Join today and get recruited by the top employers for full-time and part-time jobs and internships.

Learn More:

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



# 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

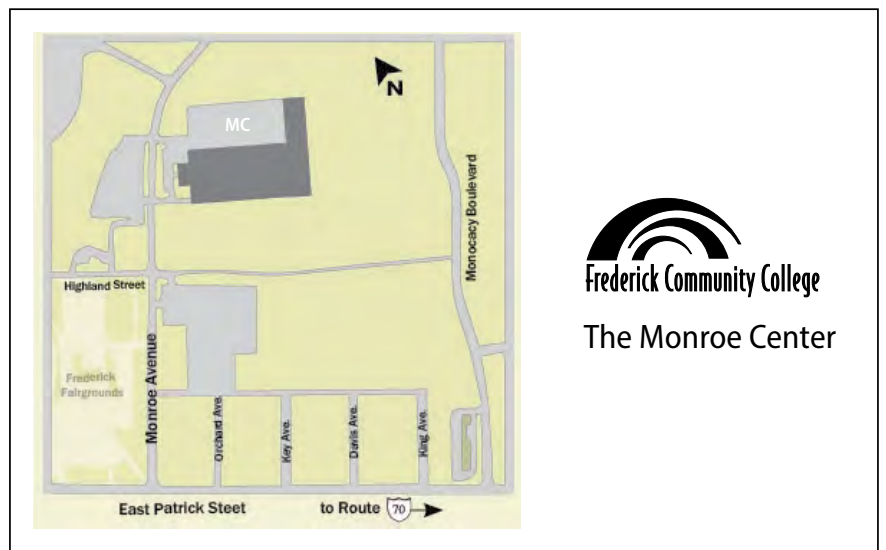
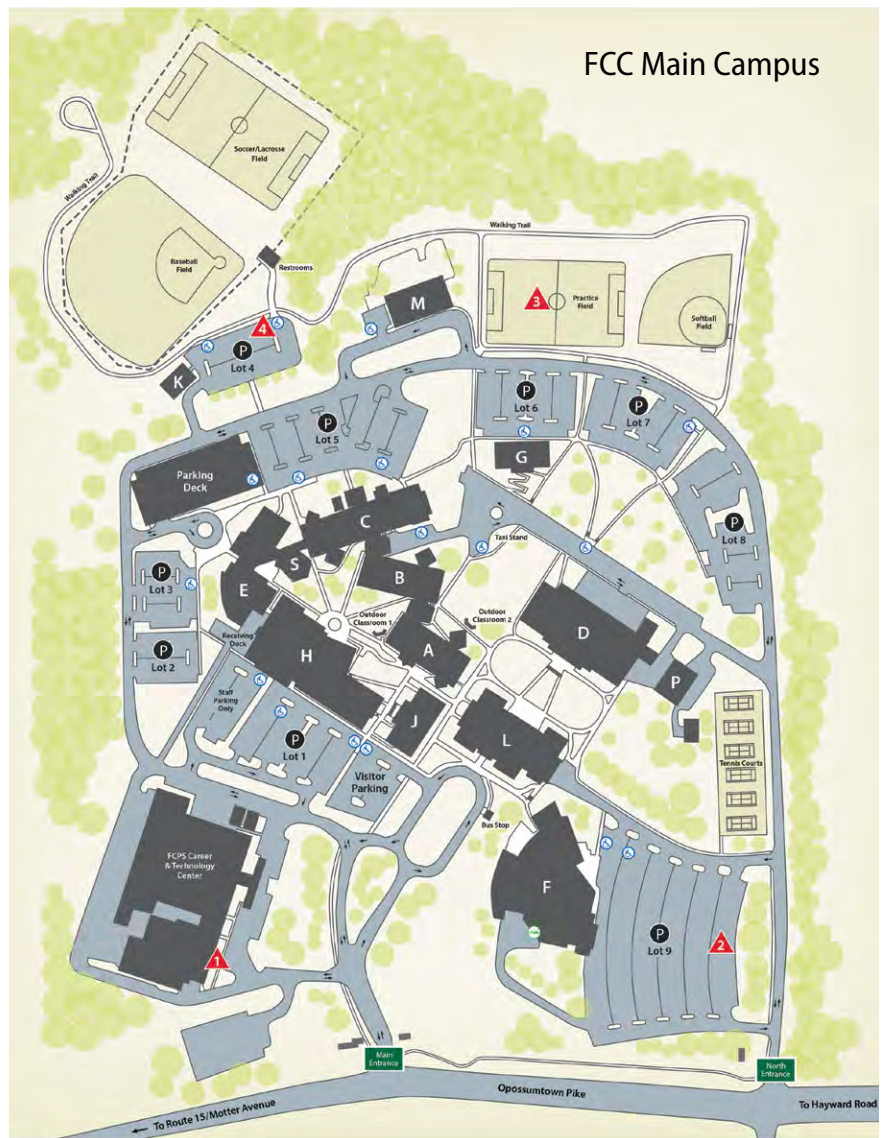
- A—Annapolis Hall
- B—Braddock Hall
- C—Catocctin Hall
- D—Athletics Center
- E—Conference Center
- F—Visual & Performing Arts Center
- G—Gambrill Hall
- H—Student Center
- J—Jefferson Hall
- L—Linganore Hall
- M—The Carl and Norma Miller Children's Center
- P—Plant Operations
- S—Sweadner Hall
- K—Mercer-Akre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



# LOG IN TO NAVIGATE

to know what's ahead this semester



Explore majors and careers



Sync your class schedule with your phone calendar



Schedule advising appointments right away



Make your own to-do list and set reminders



Discover campus resources including directions to key offices



Plan your upcoming academic terms



Get reminders and alerts about important deadlines



NAVIGATE

Get the app:



# STEPS TO enroll

## 1 Explore Options and Receive a Student ID #

### Admissions & Enrollment Services

Jefferson Hall, J-101  
301.624.2716 • admissions@frederick.edu  
frederick.edu/admissions

## 2 Seek Financial Support

### Financial Aid

Jefferson Hall, J-336  
301.846.2620 • financialaid@frederick.edu  
frederick.edu/finaid

## 3 Check Prerequisites, Take Placement Tests, and Send Transcripts

### Testing Center

Linganore Hall, L-204  
301.846.2522 • testingcenter@frederick.edu  
frederick.edu/testing

### Send Unofficial Transcripts

transferevaluation@frederick.edu or upload to your admissions "application" portal. (Transcripts for transfer evaluation must be received directly from the sending institution)

## 4 Complete New Student Orientation and See Advisor

### Career and Academic Planning Services

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

## 5 Register for Classes

### Registration & Records

Jefferson Hall, J-115  
301.846.2431 • registration@frederick.edu  
frederick.edu/registration

## 6 Complete Payment

### Student Accounts

Jefferson Hall, J-302  
301.846.2456 • studentaccounts@frederick.edu  
frederick.edu/studentaccounts

## PASOS PARA *inscribirse*

## 1 Explora las Opciones y Reciba un Número de Identificación Estudiantil

### Admisiones & Servicios de Inscripción

Jefferson Hall, J-101  
301.624.2716 • admissions@frederick.edu  
frederick.edu/admissions

## 2 Solicita Ayuda Financiera

### Oficina de Ayuda Financiera

Jefferson Hall, J-336  
301.846.2620 • financialaid@frederick.edu  
frederick.edu/finaid

## 3 Verifica los Prerrequisitos de las Clases, Completa los Exámenes de Nivelación y Envía el Historial Académico

### Centro de Evaluación

Linganore Hall, L-204  
301.846.2522 • testingcenter@frederick.edu  
frederick.edu/testing

### Envía Historial Académico no oficial a

transferevaluación@frederick.edu o cárguelo en su portal de "solicitud" de admisiones. (Las transcripciones para la evaluación de transferencia deben recibirse directamente de la institución de envío)

## 4 Completa la Orientación para Estudiantes Nuevos y Visita Consejería Académica

### Oficina de Servicios de Carrera

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

## 5 Regístrate en Clases

### Servicios de Inscripción & Historial Académico

Jefferson Hall, J-115  
301.846.2431 • registration@frederick.edu  
frederick.edu/registration

## 6 Completa el Pago

### Oficina de Pagos

Jefferson Hall, J-302  
301.846.2456 • studentaccounts@frederick.edu  
frederick.edu/studentaccounts

APPLY IN 10 MINUTES

frederick.edu/apply

