

# FREDERICK **COMMUNITY** COLLEGE



SUMMER 2022 CREDIT COURSE SCHEDULE



# Contents

## Hours of Operation

### Jefferson Hall (J Building)

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

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

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

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

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

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

### Annapolis Hall (A Building)

1<sup>ST</sup> FLOOR **Disability Access Services (DAS)**, A-105  
Monday–Friday 8:30 a.m. - 4:30 p.m.  
*Open Monday evenings until 7:00 p.m. by appointment only.*

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

**Office of Student Success Programs**, A-103  
Monday–Friday 8:30 a.m. - 4:30 p.m.

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

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

**Center for Student Engagement**  
Monday–Friday 8:30 a.m. - 4:30 p.m.

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

*For safety and protection, College Security is available 24/7.*  
FCC Main Campus: 301.606.7716 • The Monroe Center: 301.606.7721

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

*Testing is by appointment only. Visit [frederick.edu/testing](http://frederick.edu/testing) for more details.*  
Monday and Friday 9:00 a.m. - 4:30 p.m.  
Tuesday–Thursday 9:00 a.m. - 7:00 p.m.  
Saturday 9:00 a.m. - 12:00 p.m.

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### COVID-19 UPDATE | RETURN TO CAMPUS

Review the back cover for an Important Message Regarding Academic Sessions and Course Offerings

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

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

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

# SUMMER 2022

## Registration opens Monday, April 18, 2022

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

Summer Academic Sessions and Summer Credit Schedule subject to change due to COVID-19.

Visit [frederick.edu/schedules](http://frederick.edu/schedules) for the most up-to-date information.

### Important Dates

Priority Registration for Veterans and Military	Friday, April 15
Summer Payment Due Date ( <i>by 4:30 p.m.</i> )	Wednesday, May 25
No Credit or Continuing Education Classes	Saturday, May 28
Memorial Day - College Holiday	Monday, May 30
Juneteenth Observed - College Holiday	Monday, June 20
Independence Day - College Holiday	Monday, July 4
No Scheduled Credit Classes	Tuesday, July 5

# ACADEMIC SESSIONS

## Important Deadlines

### Last day to apply for:

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

First day to enroll ..... April 18, 2022  
 Spring 2022 "I" grades to "F" ..... July 9, 2022

### 10-week (10A)

First day ..... May 31  
 Last day to add ..... June 3  
 Last day 100% refund ..... June 4  
 Last day 50% refund ..... June 10  
 Last day to withdraw ..... July 19  
 Last day of classes ..... August 9  
 Grades due (10 a.m.) ..... August 12

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

First day ..... May 31  
 Last day to add ..... June 1  
 Last day 100% refund ..... June 4  
 Last day 50% refund ..... June 10  
 Last day to withdraw ..... June 23  
 Last day of classes ..... July 6  
 Grades due (10 a.m.) ..... July 11

### 2nd 3-week (3W2)

First day ..... July 11  
 Last day to add ..... July 11  
 Last day 100% refund ..... July 12  
 Last day 50% refund ..... July 14  
 Last day to withdraw ..... July 23  
 Last day of classes ..... July 30  
 Grades due (10 a.m.) ..... August 3

### 1st 3-week (3W1)

First day ..... June 6  
 Last day to add ..... June 6  
 Last day 100% refund ..... June 7  
 Last day 50% refund ..... June 9  
 Last day to withdraw ..... June 18  
 Last day of classes ..... June 27  
 Grades due (10 a.m.) ..... June 30

### 8-week (8W1)

First day ..... June 13  
 Last day to add ..... June 15  
 Last day 100% refund ..... June 17  
 Last day 50% refund ..... June 24  
 Last day to withdraw ..... July 22  
 Last day of classes ..... August 9  
 Grades due (10 a.m.) ..... August 12

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

First day ..... July 7  
 Last day to add ..... July 8  
 Last day 100% refund ..... July 12  
 Last day 50% refund ..... July 18  
 Last day to withdraw ..... July 29  
 Last day of classes ..... August 9  
 Grades due (10 a.m.) ..... August 12

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

## Board of Trustees

Tom Lynch, *Chair* • Carolyn Kimberlin, *Vice Chair* • Ellis Barber • Gary Fearnow • Theodore M. Luck • Dr. April Miller • Dr. John Molesworth  
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The Summer 2022 Credit Schedule is produced by the Marketing and Scheduling offices. The information contained in this schedule is abbreviated for registration purposes. The provisions of this publication are not to be regarded as a contract between the student and Frederick Community College. The schedule is subject to change. FCC reserves the right to cancel courses due to insufficient enrollment. Full refunds will be issued for canceled courses. Because FCC is a public institution, photographs of students, employees, and visitors in common areas on campus or at ceremonies and events may appear in print or electronic marketing materials without their permission.

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

Updated 3/11/22

# 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.

## Summer 2022 Tuition & Fees Chart \*

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

\* Tuition and fees rates are subject to change.

### Tuition and fees\*

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

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

### Consolidated Service Fee (\$26)

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

### Student Activity Fee (\$3.34)

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

### Additional Fees\*\*

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

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

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

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

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

#### Building Trades

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

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

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

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

#### Expedited Transcripts Fee

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

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

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

EMGT Track I Registration Fee

(per course, not eligible for 50% refund)..... \$100

#### Nursing Program

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

#### Physical Education Fees

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

#### Surgical Technology Fees

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

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

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

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

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

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

### Summer payment due date:

- Wednesday, May, 25, 2022 by 4:30 p.m.

*All registrations after this date/time require payment the day prior to session start date.*

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

## How to avoid the Drop Zone

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

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

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

## Automatic Payment Plan

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

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

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

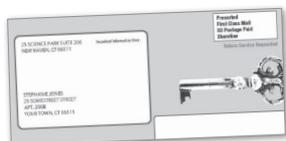
Sign up by	Required down payment	Number of remaining payments	Months of payments (payment date 15 <sup>th</sup> or 30 <sup>th</sup> )
May 15	30%	3	June - August
June 15	40%	2	July - August
July 15	50%	1	August

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 11.

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

Look for this BankMobile envelope to select your refund preference.



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

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

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

The myFCC eFunds provides options for refund delivery. Simply select the refund preference that is best for you. Your refund options include:

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

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

# HOW TO APPLY & REGISTER

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

## New Students

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

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

### 1) Apply to the College

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

### 2) Prepare for registration

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

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

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

#### Three steps to ROAR:

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

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

### 4) Register for Classes

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

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

### 5) Pay for classes

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

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

## Readmit Students

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

## Current and Transfer Students

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

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

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

### 2) Register for Classes

On the web or in person

- **Web registration**  
Go to <http://myFCC.frederick.edu>. Click on **PeopleSoft/Student Information System** in the blue navigation bar, then follow the online instructions.
- You may also register using a registration form, which can be found here: <https://app.perfectforms.com/PresentationServer/Form.aspx/Play/0TIGAGoG?f=0TIGAGoG>

OR

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

### 3) Review your schedule

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

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

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

## Dual Enrollment of High School Aged Students

High school students are subject to the same assessment and placement policies and procedures as other students. Students must adhere to FCPS guidelines and complete appropriate paperwork. High school students earn 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.

### Frederick County High School Students

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

#### Early College

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

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

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

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

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

#### Homeschool/Private School Students

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

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

## Visiting Students

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

1. First-time students and former students who have not attended FCC in two years: apply at frederick.edu. 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. Include your FCC ID number and PDF copies of your permission to enroll form\* or transcript. Permission will be entered into the Student Information System to allow web registration.
  - b. Register online using our PeopleSoft system if the required prerequisite has been evaluated by FCC and stored in the system.
  - c. Register in person with your permission to enroll form\* or your unofficial transcript showing you have met the prerequisite
  - d. Fill out the Credit registration form <https://app.perfectforms.com/PresentationServer/Form.aspx/Play/OTIGAgoG?f=OTIGAgoG>

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

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

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

## Student Services Available Online

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

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

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

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

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

From Student Center, under Academics, click on My Academics

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

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

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

## Making Changes

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

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

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

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

### Name changes

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

### Address changes

The Address Change form is an electronic form available online.

### Academic plan changes

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

### Canceled courses

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

# Academic Assessment and Placement Policy and Procedures

## I. Philosophy and Scope

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

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

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

## III. Responsible Senior Leader and Responsible Office

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

## IV. Entities Affected by this Policy and Procedures

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

## V. Placement Testing Requirements

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

## VI. Placement Guidelines

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

## VII. Exceptions and Exemptions to Required Placement Testing

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

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

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

- 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.)

**VIII. Related Policies and Procedures**

Academic Standards

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

**Determination of Residency for Tuition Purposes Policy and Procedures**

**I. Philosophy and Scope**

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

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

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

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

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

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

**III. Responsible Senior Leader and Responsible Office**

Vice President for Student Affairs  
Office of the Vice President for Student Affairs

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

FCC students

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

### A. Military Personnel and their Family Members

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

### B. Veterans and their Family Members

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

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

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

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

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

The following visa status types determine residency as indicated:

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

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

## VII. Maryland Dream Act

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

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

**VIII. Reclassification of Residency for Tuition Purposes**

- A. Students requesting a reduced tuition rate based on a change of address must submit proof of actual address change as defined in Section VIII by completing the online "Change of Address" form. The proof of residency and "Change of Address" form can also be submitted in print by one of the following ways:
  - 1. in-person to Registration and Records within the Enrollment Center located in Jefferson Hall,
  - 2. through assigned "myFCC" email account by emailing registration@frederick.edu
  - 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 and their families, please visit [frederick.edu/veterans](http://frederick.edu/veterans). This website includes links for more comprehensive information.

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

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

## Student Refunds

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

## Senior Citizen Tuition Benefit Policy

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

## Students with Disabilities with Tuition Waiver

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

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

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

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

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

## FINANCIAL AID

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

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

### Application Process

1. Complete the 2021-2022 Free Application for Federal Student Aid (FAFSA) online at [fafsa.gov](#) and list the school code in step 6 (002071). **Deadline to apply is June 30, 2022.**
2. Upon receipt of your FAFSA data, Financial Aid will contact you regarding eligibility and/or to request additional documentation. Students who are selected for verification will be required to submit additional documentation such as IRS Tax Transcript. Students should check their "To Do" list in PeopleSoft under the TASKS tile for a list of required documents. It is strongly recommended that requested documentation be faxed or emailed at 301.624.2886 or [financialaid@frederick.edu](mailto:financialaid@frederick.edu).
3. Students who wish to pursue their student loan eligibility are required to complete additional steps. The loan application process is outlined at [www.frederick.edu/cost-financial-aid/financial-aid/direct-loan-information-application-process.aspx](#).

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

### Recommended deadlines for the Summer 2022 semester:

A financial aid file is considered complete when all required documents have been received. Students will be able to view their financial aid awards in PeopleSoft. For students who have a complete file but have not yet been awarded by the payment due date there are payment plan options available.

If you register for classes between	FAFSA and all required documentation must be completed by
April 15 - May 13	May 18, 2022
May 14 - May 31	Must pay in full or enroll in payment plan
After May 31	Must pay in full or enroll in payment plan

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

### Maryland State Scholarships

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

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

## Pending Financial Aid Payment Plan

This is an option for you if:

- FCC has received your 2021-2022 FAFSA and you have a valid EFC (Expected Family Contribution)
- You have submitted all required items on your “to do” list in Peoplesoft
- You are not suspended from financial aid; and
- You are not in default on a prior student loan

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

**\*There is no pending aid payment plan option during the summer semester.\***

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

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

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

FCC provides a payment plan for the semester which allows you to divide your total costs into **automatic monthly payments**. View Automatic Payment Plan options on page 3. For or additional information, contact Student Finance at 301.846.2456 or email questions to [studentfinance@frederick.edu](mailto:studentfinance@frederick.edu).

## Disability Access Services (DAS)

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

### Contact Information:

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

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

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

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

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

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

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

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

## BOOKSTORE

The Bookstore is located at the main entrance of the Student Center, Building H. Visit us online at [bookstore.frederick.edu](http://bookstore.frederick.edu) for the most current information on store hours, course material requirements, and buyback. In addition to in store pickup of online orders, smart locker pickup in the Student Center lobby and ship to address are available.

## DINING SERVICES

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

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

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

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

## 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](http://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 Summer 2022 are located on page 16.

## Cultural Competence Requirement



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

## FCC Transcript Services (outgoing transcripts)

### Current FCC Students

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

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

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

### Official FCC Transcripts for Undergraduate/Credit Classes

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

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

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

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

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

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



# DIRECTORY

College Information	301.846.2400	assist@frederick.edu
Admissions	301.624.2716	admissions@frederick.edu
Behavioral Health & Wellness	301.846.2469	kmanwiller@frederick.edu
Bess & Frank Gladhill Learning Commons/Library	301.846.2444	<a href="https://answers.frederick.edu">https://answers.frederick.edu</a>
Bookstore	301.846.2463	bookstore@frederick.edu
Career and Academic Planning Services (CAPS)	301.846.2471	emailadvising@frederick.edu
Carl & Norma Miller Children's Center	301.846.2612	childrenscenter@frederick.edu
Center for Student Engagement	301.624.2793	studentengagement@frederick.edu
Center for Teaching & Learning	301.846.2521	rflores@frederick.edu
Continuing Education & Workforce Development	301.624.2888	ceinfo@frederick.edu
Disability Access Services (DAS)	301.846.2408	disabilityservices@frederick.edu
Dual Enrollment/Open Campus	240.629.7886	dualenrollment@frederick.edu
FEMA Program and Transcripts	301.624.2854	emergmgmt@frederick.edu
Financial Aid	301.846.2620	financialaid@frederick.edu
Global Learning	301.846.2521	rflores@frederick.edu
Internship & Apprenticeship	301.624.2724	internships@frederick.edu
Office of Student Success Programs	301.846.2483	esmith@frederick.edu
Online Learning and Instructional Innovations	301.846.2401	kjacob@frederick.edu
Prior Learning Assessment	301.846.2587	rdavis@frederick.edu
Registration & Records	301.846.2431	registration@frederick.edu
Security	301.846.2453	security@frederick.edu
STEM Learning Center	240.629.7839	bpenko@frederick.edu
Student Finance (Cashier's Office)	301.846.2456	studentaccounts@frederick.edu
Testing Center	301.846.2522	testingcenter@frederick.edu
Transcript Evaluation (Incoming Transcripts)	301.846.2595	transferevaluation@frederick.edu
Transcript Requests (Outgoing official transcripts)	301.846.2653	transcriptrequest@frederick.edu
Tutoring & Writing Center	301.846.2619	csloan@frederick.edu
Veteran and Military Services	301.624.2836	veterans@frederick.edu

# PROGRAM CONTACT LIST

## Computing and Business Technology (CBT)

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

## Communication, Humanities & Arts (CHA)

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

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

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

## Emergency Management

Academic Office Manager (A-106C): Julie Hoyle	240.629.7930
Program Manager: Diana Culp	240.629.7952

## English

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

## English for Speakers of Other Languages

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

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

## Honors

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

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

## Internship & Apprenticeships

Internship & Apprenticeship Coordinator: Carla Milan	301.624.2724
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## Mathematics

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

## Science

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

## Social Sciences & Education

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

## Public Safety

Academic Office Manager (A-106C): Julie Hoyle	240.629.7930
Criminal Justice: Diana Culp	240.629.7952
Fire Service Administration, Police Science: Jason Deater	301.846.2687

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

## 1. Arts & Humanities

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### Arts

#### Music

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

#### Visual Arts

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

### Humanities

#### English

- ENGL 102 - English Composition and Literature (3) \*
- ENGL 204 - American Literature Civil War Period through the Present (3)

#### Humanities

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

### Languages

#### American Sign Language

- ASLS 121 - American Sign Language I (3)
- ASLS 122 - American Sign Language II (4)

#### Arabic

- ARBC 101 - Introductory Arabic I (3)

#### French

- FREN 101 - Introductory French I (3)

#### Russian

- RUSS 201 - Intermediate Russian I (3)

#### Spanish

- SPAN 101 - Introductory Spanish I (3)
- SPAN 102 - Introductory Spanish II (3)
- ‡ SPAN 201 - Intermediate Spanish I (3)
- ‡ SPAN202 - Intermediate Spanish II (3)

### Philosophy

- PHIL 101 - Introduction to Philosophy (3)
- PHIL 105 - Ethics (3)

## 2. English

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- ENGL 101 - English Composition (3)

## 3. Interdisciplinary & Emerging Issues

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### Computer Literacy

- CMIS 101 - Information Systems and Technology (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

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

## 5. Biological & Physical Sciences

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- BIOT 101 - Biotechnology and Society (3)
- BIOT 130 - Forensic Biology (4)
- BSCI 100 - Fundamental Concepts of Biology (4)
- BSCI 105 - Human Ecology (3)
- BSCI 107 - Study of the Human Body (3)
- BSCI 150 - Principles of Biology I (4)
- BSCI 160 - Principles of Biology II (4)
- BSCI 201 - Anatomy and Physiology I (4)
- BSCI 202 - Anatomy and Physiology II (4)
- BSCI 223 - Microbiology for Allied Health (4)
- CHEM 100 - Chemistry and Society (4)
- CHEM 101 - General Chemistry I (4)
- CHEM 102 - General Chemistry II (4)
- PHSC 104 - Survey of Oceanography (3)
- PHSC 117 - Introduction to Astronomy (4)
- PHYS 151 - General Physics I (4)
- PHYS 252 - General Physics II (4)

## 6. Social & Behavioral Sciences

### Anthropology

‡ ANTH 101 - Introduction to Anthropology (3)

### Economics

‡ ECON 200 - Principles of Macroeconomics (3)

ECON 202 - Principles of Microeconomics (3)

### Education

EDPS 210 - Human Growth and Development (3)

### Geography

‡ GEOG 102 - Cultural Geography (3)

‡ GEOG 201 - Urban Social Geography (3)

### History

HIST 101 - History of Western Civilization I (3)

‡ HIST 121 - World History I (3)

HIST 201 - History of the United States I (3)

HIST 202 - History of the United States II (3)

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‡ Course satisfies Cultural Competence Requirement

\* ENGL 102 can be taken to satisfy either the General Education requirement in Communications or in Humanities, but not both  
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### Political Science

POSC 104 - American Government (3)

### Psychology

PSYC 101 - General Psychology (3)

PSYC 202 - Social Psychology (3)

### Sociology

SOCY 101 - Introduction to Sociology (3)

‡ SOCY 102 - Social Problems (3)

## Cultural Competence Requirement

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

ANTH 101 - Introduction to Anthropology

ANTH 103 - Introduction to Archeology

ARTT 100 - Introduction to the Creative Arts

ARTT 103 - The History of Art: Non-Western

ARTT 104 - The History of Art: Prehistoric to Early Renaissance

COMM 102 - Interpersonal Communication

COMM 105 - Small Group Communication

ECON 200 - Principles of Macroeconomics

GEOG 102 - Cultural Geography

GEOG 201 - Urban Social Geography

HIST 121 - World History I

HUMN 101 - Cultural Identity in America: Race, Class, Gender, and Sexuality

HUMN 204 - World Religions

HUMN 210 - The Language of Hip Hop

MUSC 201 - Music Cultures of the World

SOCY 102 - Social Problems

SPAN 201 - Intermediate Spanish I

SPAN 202 - Intermediate Spanish II

**Coming Fall 2022**

## Physical Therapist Assistant

A.A.S. Degree Program

The Physical Therapist Assistant (PTA) A.A.S. degree prepares students for a career in physical therapy and allows students to enter the workforce directly after passing the national licensing examination.

Estimated Time to Completion: 6 Semesters (2 Years)\* | Estimated Number of Credits: 70\*

Career Overview | Salary: \$56,767/year\*\* | Job Outlook: +41.64%\*\*

Learn More: [frederick.edu/PTA](https://frederick.edu/PTA) | Amelia Iams, Director • [aiams@frederick.edu](mailto:aiams@frederick.edu)

\*Because the curriculum is still in development, this information is subject to modifications.

\*\*Source: Maryland Department of Labor (<https://www.dllr.state.md.us/lmi/wages/page0024.htm>), <https://www.dllr.state.md.us/lmi/iandoproj/maryland.shtml>) Salary data reflects median wages in Maryland in 2019. Job outlook data reflects projected job growth in Maryland from 2018-2028. Actual wages will vary based on experience, skill level, and industry of employment. Additional education or experience may be required for employment in the career examples shown.

Graduation from a physical therapist [assistant] education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone: 703.706.3245; [accreditation@apta.org](mailto:accreditation@apta.org) is necessary for eligibility to sit for the licensure examination, which is required in all states. Frederick Community College is seeking accreditation of a new physical therapist [assistant] education program from CAPTE. The program is planning to submit an Application for Candidacy, which is the formal application required in the pre-accreditation stage, in September 2021. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the professional phase of the program; therefore, no students may be enrolled in courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

# Course Options

## Summer 2022

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

### In-Person Courses\*

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

Students are expected to attend all class sessions in person.

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

### Online Courses (ONL)

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

The class does not meet at a scheduled time.

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

Students complete work on their own time.

### Structured Remote Courses (SR)\*

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

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

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

Students are required to attend real-time virtual sessions.

### Hybrid Courses (HYB)\*

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

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

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

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

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

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

# SUMMER 2022

## CREDIT OFFERINGS

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

Summer 2022 Credit Course Schedule subject to change due to COVID-19. See back cover for more details.

### ACCE: Academic and Career Engagement

ACCE 107 - Choosing a Major or Career (1)	\$
ACCE 130 - Career Assessment and Planning (3)	\$

### ACCT: Accounting

ACCT 100 - Business Accounting (3)	\$
ACCT 101 - Principles of Accounting I (3)	\$
ACCT 102 - Principles of Accounting II (3)	\$

### ANTH: Anthropology

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

### ARBC: World Languages: Arabic

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

ARTT 100 - Introduction to the Creative Arts (3)	🍏 🔍
ARTT 101 - Foundations of Studio Art I (3)	🍏
ARTT 103 - The History of Art: Non-Western (3)	🍏 🔍
ARTT 104 - The History of Art: Prehistoric to Early Renaissance (3)	🍏 🔍
ARTT 106 - Drawing I (3)	🍏
ARTT 107 - Drawing II (3)	
ARTT 113 - Pottery I (3)	🍏
ARTT 119 - Pottery: The Wood Kiln (3)	

### ASLS: American Sign Language Studies

ASLS 121 - American Sign Language I (3)	🍏
ASLS 122 - American Sign Language II (4)	🍏
ASLS 250 - ASL Immersion Experience (1)	

### BIOT: Biotechnology

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

### BMGT: Business Studies

BMGT 103 - Introduction to Business (3)	\$
BMGT 120 - Business Communications (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 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)	🍏



**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.

## CHEM: Chemistry

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

## CMIS: Computer and Information Sciences

CMIS 101 - Information Systems and Technology (3)	🍏	\$
CMIS 105 - Introduction to Programming (2)		\$
CMIS 179 - Cybersecurity Fundamentals (3)		\$

## 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)	🍏

## ECED: Early Childhood Development

ECED 101 - Child Development & Behavior (3)	
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## 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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## ENGL: English

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 204 - American Literature Civil War Period through the Present (3)	🍏

## ESOL: English for Speakers of Other Languages

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

## FILM: Film & Video

FILM 101 - Introduction to Film (3)	🍏
FILM 134 - Digital Photography I (3)	

## FREN: World Languages: French

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

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

## GRPH: Graphic Design

GRPH 111 - Graphic Design I (3)	
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## HCTI: Hospitality Culinary Tourism Institute

HCTI 265 - HCTI Practicum (1)	
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## HIST: History

HIST 101 - History of Western Civilization I (3)	🍏
HIST 121 - World History I (3)	🍏 🔍
HIST 201 - History of the United States I (3)	🍏
HIST 202 - History of the United States II (3)	🍏

## HLTH: Health Education

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



**General Education Courses:** This symbol indicates a general education course. A full list of general education offerings for Summer 2022 is located on page 16.



**Cultural Competence Requirement:** This symbol indicates a course that will fulfill the cultural competence requirement. A full list of cultural competence offerings for Summer 2022 is located on page 17.

## HUMN: Humanities

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

## INTR: Internship

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

## LGST: Legal Studies

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LGST 210 - Estates and Probate (3)
LGST 230 - Real Estate (3)

## MATH: Mathematics

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MATH A - Instruction with Algebra (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 120 - Statistics (3)	🍏 \$
MATH 120A - Statistics (3)	🍏 \$
MATH 125 - Business Statistics (3)	🍏
MATH 127 - Statistics with Probability (4)	🍏
MATH 145 - College Algebra (3)	🍏 \$
MATH 145S - College Algebra (3)	🍏 \$
MATH 165 - Precalculus (4)	🍏 \$
MATH 175 - Applied Calculus (3)	🍏 \$
MATH 185 - Calculus I (4)	🍏 \$
MATH 195 - Calculus II (4)	🍏 \$
MATH 220 - Introduction to MATLAB (1)	
MATH 275 - Differential Equations (3)	

## MEDA: Medical Assisting

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MEDA 109 - Medical Terminology (3)
MEDA 120 - Pharmacology for Medical Office Practice (3)
MEDA 122 - Foundations of Medical Assisting II (3)
MEDA 204 - Medical Assisting Practicum (3)
MEDA 218 - Health Insurance Billing and Reimbursement (3)

## MUSC: Music

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

## NURS: Nursing

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NURS 50 - Preparation for Nursing (0) [1]	
NURS 105 - Pharmacology for Nurses (2)	🍏

## NUTR: Nutrition

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NUTR 100 - Nutrition Basics (1)	
NUTR 102 - Nutrition in a Changing World (3)	🍏

## PHED: Physical Education

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PHED 165 - Fitness for Living (3)	🍏
PHED 185 - Yoga (3)	

## PHIL: Philosophy

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

## PHSC: Physical Science

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PHSC 104 - Survey of Oceanography (3)	🍏
PHSC 117 - Introduction to Astronomy (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.

## PHYS: Physics

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

## POSC: Political Science

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POSC 104 - American Government (3)	🍏
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## PSYC: Psychology

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PSYC 101 - General Psychology (3)	🍏
PSYC 201 - Developmental Psychology (3)	
PSYC 202 - Social Psychology (3)	🍏
PSYC 204 - Psychology of Adolescence (3)	\$
PSYC 206 - Abnormal Psychology (3)	\$

## RESP: Respiratory Care

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RESP 110 - Clinical Practicum II (2)	
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## RUSS: World Languages: Russian

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RUSS 201 - Intermediate Russian I (3)	🍏
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## SOCY: Sociology

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SOCY 101 - Introduction to Sociology (3)	🍏
SOCY 102 - Social Problems (3)	🍏🔍
SOCY 207 - Sexuality and Society (3)	

## SPAN: World Languages: Spanish

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SPAN 101 - Introductory Spanish I (3)	🍏
SPAN 102 - Introductory Spanish II (3)	🍏
SPAN 201 - Intermediate Spanish I (3)	🍏🔍
SPAN 202 - Intermediate Spanish II (3)	🍏🔍

## SURG: Surgical Technology

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SURG 135 - Fundamentals of Surgical Technology II (5)	
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**General Education Courses:** This symbol indicates a general education course. A full list of general education offerings for Summer 2022 is located on page 16.



**Cultural Competence Requirement:** This symbol indicates a course that will fulfill the cultural competence requirement. A full list of cultural competence offerings for Summer 2022 is located on page 17.



# ONLINE, STRUCTURED REMOTE & HYBRID COURSES

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

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

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

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

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

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

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

## Blackboard Course Requirements

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

## Textbooks

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

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

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

# DEFINITIONS OF LEARNING FORMATS

## ■ Online Courses (ONL)

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

## ● Structured Remote Courses (SR)

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

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

## ▲ Hybrid Courses (HYB)

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

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

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

# CAMPUS LOCATIONS

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

## Campus Locations

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

## Addresses

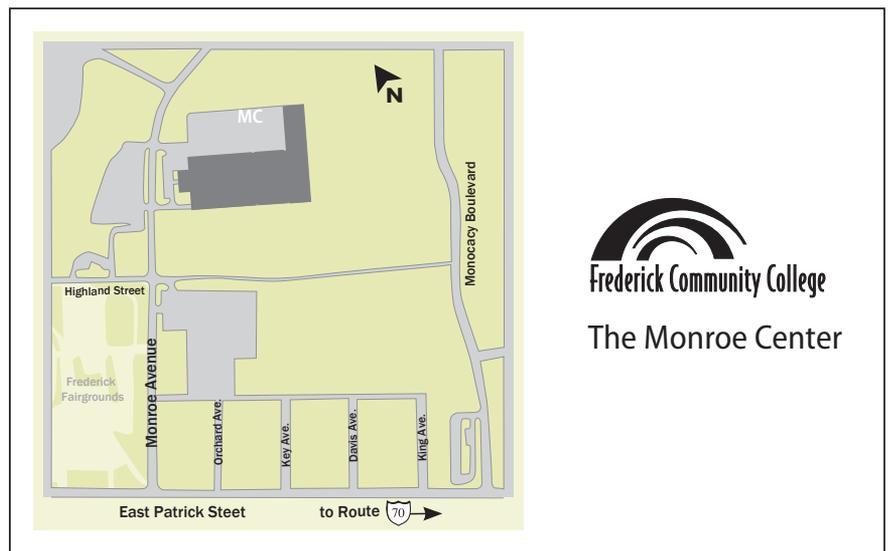
**FCC Main Campus**  
7932 Opossumtown Pike,  
Frederick, MD 21702

**The Monroe Center (MC)**  
200 Monroe Avenue  
Frederick, MD 21701  
240.629.7900

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



- Evacuation Locations
- Accessible Parking
- Electric Car Charging



# LOG IN TO NAVIGATE

to know what's ahead this semester

## Always know what's next.

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

## Create your own destiny.

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

## Have everything at your fingertips.

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

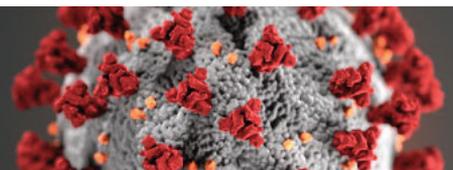
Get the app:



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



## COVID-19 UPDATE | RETURN TO CAMPUS



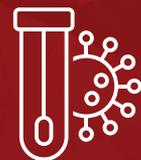
**1**  
FCC is open.



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



**3**  
FCC hosts monthly  
vaccination clinics.



**4**  
FCC hosts weekly  
testing clinics.

### Important Message Regarding Academic Sessions & Course Offerings

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

For the most current information  
regarding course offerings, visit

**[frederick.edu/Schedules](https://frederick.edu/Schedules)**

For important FCC updates and  
COVID-19 information, visit

**[frederick.edu/Covid-19](https://frederick.edu/Covid-19)**