

Enrollment Checklist

EMERGENCY MANAGEMENT/FEMA STUDENTS

Please use this checklist as you go through the enrollment process. All of these steps and more information can be found at frederick.edu.

1. Welcome to Frederick Community College

- If at any time you have questions or need assistance, please contact Admissions. If you require accommodations for a documented disability, please contact Disability Access Services at 301.846.2408.

Admissions:

301.624.2716
admissions@frederick.edu
Jefferson Hall, Second Floor
frederick.edu/admission

2. Complete Your Records

- Send official transcripts, military transcripts and high school transcripts, SAT and ACT scores, as well as any CLEP, IB, or AP scores to Registration & Records at least four weeks prior to your academic advising session to allow sufficient time for evaluation.

Registration & Records:

301.846.2431
registration@frederick.edu
Jefferson Hall, First Floor

Incoming Transcripts:

transferevaluation@frederick.edu

3. Paying for College

- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov to apply for federal, state, and institutional grants, work study, and student loans. Our FAFSA school code is **002071**. Complete the FAFSA prior to March 1 each year to be eligible for Maryland state funding options. If you are applying after March 1, it is not too late to complete the FAFSA as soon as possible to determine eligibility for federal financial aid programs. Allow at least 4-6 weeks for processing.
- Students can apply for fall semester scholarships from April 1- June 30, and spring semester scholarships from November 1- December 31. More information on scholarships and important deadlines is available at frederick.edu/scholarships.

Apply for Financial Aid:

301.846.2620
financialaid@frederick.edu
Jefferson Hall, Third Floor
frederick.edu/finaid

Apply for Scholarships:

frederick.edu/scholarships

4. Complete Placement Testing

- There is no cost to take the ACCUPLACER placement tests. You may be exempt from one or more placement tests based on your recent ACT, SAT, PARCC/MCAP, IB, AP, previous ACCUPLACER scores, or other college readiness scores/measures. Please bring a photo ID, a copy of your transcripts (official or unofficial), and copies of your test score documents to **Registration & Records**.
- You do not have to make an appointment to test, and tests are untimed. Be sure to arrive at least an hour before closing. Hours of operation, placement testing and exemption information, and answers to frequently asked questions are available at frederick.edu/testing. Download a free study guide to prepare for the test at guides.frederick.edu/testing. If you need to request any accommodations for placement testing, please contact Disability Access Services in advance at 301.846.2408.
- FEMA students completing the online program may take the ACCUPLACER using a specific virtual proctoring service. Please request a virtual proctor ACCUPLACER voucher by emailing the Testing Center with your FCC ID, name, date of birth, preferred email address, and test you need to take (please see step 2 to see if you qualify for testing exemptions). The \$25 virtual proctor service fee is due at the time of the appointment. Instructions are provided by email and scores are automatically received by FCC at the completion of testing.

Testing Center:

301.846.2522
testingcenter@frederick.edu
Linganore Hall,
First Floor (L-104)
frederick.edu/testing

5. Meet with an Advisor

- Academic Advising is available by appointment only in Career & Academic Planning. Bring a photo ID and any documents that might be helpful (unofficial transcripts, test results, ACT/SAT scores). Your advisor will assist you in developing an educational plan, reviewing your program requirements, and selecting courses.
- If you are pursuing an Emergency Management program, please email emergmgt@frederick.edu to schedule your advising appointment.
- Meet with Career Services to explore majors and career options.
- Specialty advisors are available for veterans and military members and their dependents, individuals with a disability, multicultural students, and single parents/displaced homemakers. Please make an appointment for assistance.
Office of Adult Services: 301.846.2483 • adultservices@frederick.edu
Multicultural Student Services: 301.624.2894 • mss@frederick.edu
Disability Access Services (DAS): 301.846.2408 • disabilityservices@frederick.edu
Veteran & Military Services: 301.624.2836 • veterans@frederick.edu

Career & Academic Planning Services (CAPS):

301.846.2471
emailadvising@frederick.edu
Jefferson Hall, Second Floor
frederick.edu/advising

Career Services:

301.624.2795
careercenter@frederick.edu
Jefferson Hall, Second Floor
frederick.edu/careers

6. Activate Your Accounts

- Visit myfcc.frederick.edu to access your accounts. Students log in to PeopleSoft, myFCC, and Blackboard with a single user ID and a password.
- Your User ID is the letter W+your student ID (Ex. W1234567).
- Choose a password and activate your email account at myfcc.frederick.edu. Click "Reset Password" and then click on "Click HERE to verify your identity and set a new Password." Public access computer workstations are available in the Learning Commons, Langanore Hall second floor.
- Sign up for FCC Alert at frederick.edu/alert to receive information about campus emergencies and weather related closings.

IT Service Desk:

301.846.2509
Gambrill Hall, First Floor (G-122)
frederick.edu/studentssupport

7. Register for Classes

- Log in to PeopleSoft and go to the student center to register for classes. Schedules are available at frederick.edu/schedules

Registration & Records:

301.846.2431
registration@frederick.edu
Jefferson Hall, First Floor

8. Complete the Payment Process

- FCC offers three payment options:
 1. **Pay in full online** through PeopleSoft (frederick.edu) or in person at Student Accounts. Partial payments will not save your seat.
 2. **Sign up for a deferred payment plan** through PeopleSoft. This will divide your tuition bill into monthly payments automatically using a credit card, checking, or savings account.
 3. **Financial Aid** must exceed tuition and fees and be awarded on your PeopleSoft account prior to the payment deadline to save your seat. Sign up for the Pending Aid Payment Plan through PeopleSoft while your financial aid is being processed.
- Visit frederick.edu/studentaccounts for a complete list of payment due dates.
- Most refunds are processed by BankMobile. New students will receive a refund selection kit by mail (watch for the green envelope).

Student Accounts:

301.846.2456
studentaccounts@frederick.edu
Jefferson Hall, First Floor
frederick.edu/studentaccounts

9. Purchase or Rent Books

- Bring your printed schedule to the FCC Bookstore to buy your books, or order your books online at bookstore.frederick.edu. Financial aid can be used to purchase books in the FCC Bookstore if the amount of funds awarded is greater than tuition and fee charges.

FCC Bookstore:

301.846.2463
bookstore@frederick.edu
Student Center
First Floor (H-117)
bookstore.frederick.edu

10. Connect with the Center for Student Engagement

- All recent high school graduates are expected to participate in the New Student and Parent Convocation. This free program will be added to your student schedule and will appear as (CONV).
- Stop in the Center for Student Engagement to learn how you can be involved in student clubs and leadership programs.

Center for Student Engagement:

301.846.2488
studentengagement@frederick.edu
Student Center, First Floor (H-101)

11. Attend Class

- Bring a photo ID to Registration & Records to receive your official FCC Student ID. Your student ID allows you to access the library, computer labs, and other services on campus.
- Review your schedule; note your instructors' names and class locations.
- Identify campus resources available to help you succeed (i.e. tutors, study skills, mentors).

Registration & Records:

301.846.2431
registration@frederick.edu
Jefferson Hall, First Floor