

STUDENT RESOURCE GUIDE



MAKE THE MOST OF YOUR TIME AT FCC!

This guide isn't about just getting through school, it's about thriving at FCC! You will discover what you're good at, learn how to bounce back when things get tough, and utilize the resources available to you, both here and in life. Remember, it's okay to ask for help. Whether you're struggling with a tough assignment, feeling stressed, or just want some advice on how to do your best, there are many people ready to lend a hand. Your journey through school is your own, and this guide is here to help you find support and encouragement along the pathway to achieving your goals.

Name: _____

Degree/Certificate/Program: _____

SUCCESS TIPS

- ☐ Check your myFCC email
- ☐ Make an appointment with CAPS
- ☐ Figure out where to eat or grab a snack
- ☐ Find a spot to study and do homework
- ☐ Locate charging stations on campus

FOOD ON CAMPUS

- The Cougar Café, Student Center
- CougarMart, H-106C
- Grab and Go Hub, H-101
- CougarPods (Food Lockers), H-105A

WELCOME CENTER

The Welcome Center is the place to visit for information on all things FCC.

WHAT YOU CAN DO:

- Contact this office if you have questions about FCC – any question at all
- Visit if you need assistance enrolling
- Get your parking pass and FCC photo ID
- Sign in to meet with CAPS, Financial Aid, Student Accounts, or Registration
- Find out about campus events, resources, services, and get directions to anything you need at FCC



Don't forget your FCC photo ID!

CONTACT:



frederick.edu

assist@frederick.edu

Jefferson Hall, First Floor

301.624.2772

Student Center, First Floor

301.624.2710

Monroe Center

240.629.7944

TESTING CENTER

The Testing Center is available for all students to take placement tests or assessments outside the classroom. They ensure testing materials are accessible in an environment dedicated to student success. They also help connect students to other campus resources.

WHAT YOU CAN DO:

- Take the ACCUPLACER® Exam (if you need to)
- Make up an exam for a class
- Access approved testing accommodations
- Take standardized or industry assessments



Book your appointment online ahead of time.

CONTACT:



frederick.edu/testing

testingcenter@frederick.edu

301.846.2522

Linganore Hall, L-204

APPOINTMENTS:



frederick.edu/testing-appointment

IT HELP DESK

The IT Help Desk is a one-stop location where faculty, staff, and students can come for additional support with PeopleSoft, classroom technology, desktop computers, software purchasing, and network security.

WHAT YOU CAN DO:

- Get password and username help
- Get help accessing Blackboard, PeopleSoft, and email
- Access myFCC from your phone
- Request online IT support
- Speak to a support person on the phone



Don't worry—everyone else has to call to figure out their passwords, too.

CONTACT:



frederick.edu/helpdesk
servicedesk@frederick.edu

301.846.2509

Gambrill Hall, G-122

CAREER AND ACADEMIC PLANNING SERVICES (CAPS)

Advisors work to empower FCC students to achieve their academic, transfer, and career goals by providing guidance, resources, and programming.

WHAT YOU CAN DO:

- Explore and plan for your career and transfer goals
- Take a career assessment and discuss with your advisor
- Attend career and transfer events and programs
- Review and discuss your academic pathway to align with goals
- Plan out your course sequence
- Design a schedule that works for your life
- Change your major if you decide on a different direction



Make an appointment with an advisor to discuss strategies to reach your goals!

CONTACT:



frederick.edu/caps

301.846.2471

Jefferson Hall, J-200

VIEW CLASS SCHEDULES:



frederick.edu/class-schedules

FINANCIAL AID

This office helps you navigate the financial aid process for credit classes, create a budget, and learn about personal money management. They assist with completing financial aid forms, finding scholarship opportunities, getting Federal Work Study jobs, and applying for student loans.

Financial Literacy Workshops for budget creation and personal money management are offered on the fourth Wednesday of each month. Sign up for your one-on-one appointment through Navigate – select “Financial Literacy Workshop” as the appointment type.

WHAT YOU CAN DO:

- Learn about financial aid
- Apply for financial aid
- Fill out the FAFSA or MSFAA forms
- Learn more about your financial aid benefits
- Receive answers to your financial aid questions



Be sure to check the FAFSA deadline!

CONTACT:



frederick.edu/financialaid
financialaid@frederick.edu

301.846.2620 (option 1)
Jefferson Hall, J-302

STUDENT ACCOUNTS (CASHIER)

This office helps you make payment arrangements, set up payment plans, and do anything else related to your student account.

WHAT YOU CAN DO:

- Check your financial aid awards
- Review your student account
- Explore all your payment options
- Set up a payment plan
- Pay your tuition and fees



Pay on time to avoid being dropped from classes!

CONTACT:



frederick.edu/studentaccounts
studentaccounts@frederick.edu

301.846.2658 (option 2)
Jefferson Hall, J-302



FCC BOOKSTORE

FCC's bookstore is here to make sure that you can find the instructional materials that you need for your classes. This includes supplies for science, culinary, health sciences, and art courses.

WHAT YOU CAN DO:

- Visit the bookstore website to shop and find information
- Search for course materials by your student ID number, the individual book titles, or by class
- Find other materials such as lab coats, watercolor paint, aprons, and protractors
- Get an FCC sweatshirt or other swag



Shop early and don't forget to get some FCC merch.

CONTACT:



frederick.edu/bookstore
bookstore@frederick.edu
301.846.2463
Student Center, First Floor

REGISTRATION AND RECORDS

This office is responsible for maintaining the integrity and confidentiality of all student educational records. Information and forms for services related to registration, records, transfer evaluation, outgoing transcripts, and graduation are available here.

WHAT YOU CAN DO:

- Register for classes
- Update your name, address, and contact information
- Request that an incoming transcript be evaluated for transfer credit
- Request transcripts to be sent to another school
- Apply for graduation



Check the website for important student forms.

CONTACT:



frederick.edu/registration
registration@frederick.edu

GLADHILL LEARNING COMMONS (LIBRARY)

This is the place to find our Library Resources, to visit the Tutoring and Writing Center, and to study. The space is inviting, and the librarians are there to help.

WHAT YOU CAN DO:

- Study quietly or in a small group
- Access a computer
- Print your work
- Find information in the Research Databases
- Learn about academic research and peer reviewed sources
- Access information in person and online

CONTACT:



frederick.edu/library

301.846.2444

Linganore Hall, Second Floor



Maximize your learning! Research librarians will teach you to find quality information.

LEARNING CENTERS AND TUTORING SERVICES

The Learning Center staff assists, encourages, and empowers students to develop academic skills and confidence to achieve their goals.

WHAT YOU CAN DO:

- Get assistance in understanding assignments
- Review your work before submission
- Learn how to organize, research, and write papers
- Get tutoring to understand STEM courses
- Overcome frustration with assignments
- Reduce anxiety about tests
- Access support both in person and online

CONTACT:



frederick.edu/tutoring

STEM Center

Braddock Hall, B-208

Brian Penko

bpenko@frederick.edu

240.629.7839

Tutoring and Writing Center
Linganore Hall, Second Floor
Gladhill Learning Commons
Jennifer Georg
jgeorg@frederick.edu
301.846.2520



Meet with a tutor to help your learning process.



STUDENT SUCCESS PROGRAMS (SSP)

Success coaches offer support services to students who may be experiencing academic challenges, have difficulty adjusting to the college environment, or need extra support.

WHAT YOU CAN DO:

- Seek personalized coaching to help you succeed
- Participate in workshops to sharpen specific skills
- Connect with extra resources for additional help
- Make an action plan after receiving an at-risk progress report from your professor
- Request a loaner Chromebook



Visit SSP early in the semester to get a strong start.

CONTACT:



frederick.edu/student-success
studentsuccessprograms@frederick.edu

301.624.2894

Annapolis Hall, A-103



FCC LIVE WELL (STUDENT SUPPORT)

FCC is committed to your well-being. This means your physical health, emotional health, social wellness, financial stability, and environmental wellness. FCC Live Well can help you meet your basic needs.

WHAT YOU CAN DO:

- Get a snack or a meal
- Find housing and transportation information
- Seek emotional and mental health support
- Access all of FCC's wellness resources in one place



De-stress with our facility dog and wellness ambassador, Diego!

CONTACT:



frederick.edu/livewell
livewell@frederick.edu

Student Center,
First Floor/Cougar Alley

COUNSELING AND WELLNESS CENTER

The counselors at FCC will help you manage personal problems which impact your daily life. They will connect you to the resources you need to be successful and healthy.

WHAT YOU CAN DO:

- Talk to a therapist when you feel overwhelmed
- Seek solution-focused counseling
- Access immediate support during a crisis
- Get guidance on finding additional mental health resources



Visit the Zen Den for some peace and quiet.

CONTACT:



frederick.edu/counselingwellness
counselingandwellness@frederick.edu

301.846.2757

Student Center, H-103

STUDENT LEADERSHIP AND ENGAGEMENT

Students can find exciting opportunities to interact with other students and explore their interests with this office.

WHAT YOU CAN DO:

- Explore your interests by joining clubs and activities
- Grab two free snacks a day
- Enjoy free popcorn
- Participate in free trips and student activities
- Get tickets to local performances, movies, the Great Frederick Fair, and more
- Find the perfect service-learning opportunity and volunteer



Get involved in one of the many clubs and organizations on campus!

CONTACT:



frederick.edu/engage
studentengagement@frederick.edu

301.624.2793

Student Center, H-101

MOSAIC CENTER

MOSAIC is an acronym for Making Our Spaces An Inclusive Community, and the MOSAIC Center seeks to do just that. It is an intentional space dedicated to challenging the campus to create a community where everyone is included and valued.

WHAT YOU CAN DO:

- Attend events aimed at celebrating cultures or other backgrounds
- Meet and get to know people different from yourself
- Engage in conversations about political and other complex topics
- Embrace the complexities of our community



It has been said that "the difference between prejudice and empathy is knowing the whole story." Get to know each other better here!

CONTACT:



frederick.edu/mosaic
MOSAICcenter@frederick.edu

Student Center, H-102



VETERAN AND MILITARY SERVICES (VMS)

This office is a one-stop resource to serve, support, and honor veterans, service members, and their families on our campus.

WHAT YOU CAN DO:

- Find out if you are eligible for veteran's benefits due to your service or a family member's service
- Understand all the veteran and military benefits available to you
- Connect with community resources to support your college experience



If you or a family member served in the military, sign the banner outside A-109!

CONTACT:



frederick.edu/vms
veterans@frederick.edu
301.624.2836
Annapolis Hall, A-109

DISABILITY ACCESS SERVICES (DAS)

Counselors in this office meet with students with disabilities to set up accommodation plans for access to the full college experience.

WHAT YOU CAN DO:

- Request accommodations to access your courses and experiences at FCC
- Create an accommodation plan with the disability specialists
- Get help with the college transition and self-advocacy from DAS counselors
- Access interpreting services if you are Deaf or Hard of Hearing
- Use the resources in the DAS student lab



Come by anytime you have a question—related to your disability or not.

CONTACT:



frederick.edu/das
disabilityservices@frederick.edu
301.846.2408
Annapolis Hall, A-105

TRANSFER SERVICES

Transfer advisors help you select and matriculate to a four-year school.

WHAT YOU CAN DO:

- Figure out which four-year schools might be a good fit for you
- Get help applying to other schools
- Learn about transferring credits to or from FCC
- Ask any questions about the transfer process



Plan ahead! Find out the degree plan of your favorite transfer school.

CONTACT:



frederick.edu/transfer

301.846.2471

Jefferson Hall, J-200

CAREER SERVICES

Anyone in the FCC community can visit this office to figure out the best path forward to obtaining jobs and resources.

WHAT YOU CAN DO:

- Explore your skillset to see which careers align with your strengths
- Craft a job strategy and land a new job
- Modernize your resume
- Practice interview skills
- Network with area employers for jobs and internships



Join Handshake to broaden your job search.

CONTACT:



frederick.edu/careers

careercenter@frederick.edu

301.846.2471

Jefferson Hall, J-200



Disability Access Services

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

CAMPUS MAP

Visit maps.frederick.edu or scan the QR code to view the interactive campus map and get directions.



MAIN CAMPUS

7932 Opossumtown Pike, Frederick, MD 21702

MONROE CENTER

200 Monroe Avenue, Frederick, MD 21701

