

Reminders for Students Using Military Tuition Assistance (TA)

Know Your Program Requirements and Plan Your Classes¹: Log into your [Peoplesoft account](#) to view your Degree Plan and see your remaining certificate or degree requirements. Watch the video: [How to Check Degree Plan](#) for instructions. Look at the Pathway for your program in the online [academic catalog](#) to see which classes you should take next.

Register for Classes: Register for classes by logging into your [PeopleSoft account](#). Watch the video: [How to Add Courses and Enroll](#) for instructions. When selecting classes, pay attention to academic session dates and [class format](#)!

Obtain and Submit Authorization for Tuition Assistance: Work with your military branch to obtain TA authorization for your classes as soon as possible. If you need to provide an unofficial transcript or degree plan to the military in order to obtain authorization, log into your [PeopleSoft account](#) and go to your Student Center/Academics/My Academics. If you need assistance, contact Amy Coldren at AColdren@frederick.edu. ******Be sure to provide your TA authorization to FCC's [Office of Student Accounts](#) prior to the [academic payment due date](#) to avoid being dropped for nonpayment.***

Pay Your Fees: Remember that TA does not pay your fees. Unless you are using federal student aid (e.g., PELL Grant) or some other source of funding in addition to TA, you are responsible for paying your fees in full or signing up for a payment plan by the [academic payment due date](#). Visit the [Financial Aid Office](#) website if you have questions about financial aid. Contact the [Office of Student Accounts](#) if you need assistance with the payment process.

Purchase Your Books/Materials: Go to the [Bookstore website](#) to see what books and materials are required for each class.

Log into BlackBoard: Log into your [BlackBoard account](#) a day or two prior to the class start date to access online classes and in-person classes that have a companion site in BlackBoard.

******NOTE: The date and time when professors make their classes available to students in BlackBoard is up to their discretion. Do not worry if you do not see a link to your class in BlackBoard prior to the start date. This does NOT mean you are not enrolled. Confirm your enrollment and class schedule by logging into your [PeopleSoft account](#).***

Questions? Contact Amy Coldren in FCC Veteran and Military Services for assistance:

AColdren@frederick.edu

301-624-2838

Schedule an appointment via [Navigate](#)

¹ If you have questions about your program, need assistance planning your classes, or are thinking about changing your major, [schedule an appointment](#) with your program advisor in Career and Academic Planning Services.