

**Questions?**  
 Call 301.624.2888

**IN PERSON**  
 Frederick Community College  
 Conference Center (E-113)

**EMAIL**  
 CERequest@frederick.edu

**FAX**  
 301.624.2749

**MAIL** Frederick Community College, CEWD Registration  
 7932 Opossumtown Pike, Frederick, MD 21702

**PERSONAL INFORMATION (please print clearly)**

**Student Name:** \_\_\_\_\_  
Last First MI

**Date of Birth:** \_\_\_\_\_ **Social Security Number** \_\_\_\_\_

**Home Address:** \_\_\_\_\_  
Street Address Apt. #  
 \_\_\_\_\_  
City State Zip Code

**Email Address:** \_\_\_\_\_

**Student ID Numbers**  
 \_\_\_\_\_  
PeopleSoft Lumens

( \_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_  
**Home Phone**  
 ( \_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_  
**Work Phone**  
 ( \_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_  
**Cell Phone**

**Class Drop**

Course #	4-digit #	Class Title	Start Time	Start Date	Tuition	Fees	Total

**Class Transfer** To transfer class(es), request to drop the class(es) above and register for the class(es) below. Any increase in cost due to transfer is payable at time of transfer.

Course #	4-digit #	Class Title	Start Time	Start Date	Tuition	Fees	Total

**Refund Policy:** To receive a full refund, excluding registration fee, for a dropped class please submit this form at least one business day prior to the class start date. Exceptions to the refund policy must be requested in writing to the Vice President of Continuing Education and Workforce Development. Please see FCC Tuition and Tuition Refund Procedure, frederick.edu, for additional information.

**Reason:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

➤ **Student signature** (REQUIRED for processing) **Date** ◀

FOR OFFICE USE ONLY FOR CLASS DROP REQUEST LESS THAN ONE (1) BUSINESS DAY PRIOR TO CLASS START DATE.

PM Comment: \_\_\_\_\_  
 \_\_\_\_\_ PM Signature/Date: \_\_\_\_\_

Disposition:  Approved  Denied Comment: \_\_\_\_\_

Vice President for Continuing Education & Workforce Development \_\_\_\_\_ Date \_\_\_\_\_ **Refund Percent/Amount:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_ **Date Processed:** \_\_\_\_\_ **Processed By:** \_\_\_\_\_

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, please call 301-846-2408. To request a sign language interpreter, please call 240-629-7819 or 301-846-2408 (Voice) or email Interpreting@frederick.edu. 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 two weeks in advance. Requests made less than two weeks in advance may not be able to be provided.