Dual Enrollment: Early College
STUDENT & PARENT HANDBOOK

Frederick Community College FCPS

Contents

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Welcome to Early College!

We have prepared this handbook to provide students and parents/guardians with a reference guide for Early College and FCC questions. If you cannot find the answer, please do not hesitate to reach out to any of our Dual Enrollment team members:

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Tina Young	Administrative Assistant	240.629.7919	tiyoung@frederick.edu
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Frequently Used Contacts

Bookstore	301.846.2463	Student Center, H117
Campus Security	301.846.2453	Student Center, H116
Career & Academic Planning Svcs., (CAPS)	301.846.2471	Jefferson Hall, J200
Counseling & Wellness Services	301.624.2757	Student Center, H103
Disability Access Services (DAS)	301.846.2408	Annapolis Hall, A105
IT HelpDesk	301.846.2509	Gambrill Hall, G122
Library - Gladhill Learning Commons	301.846.2444	Linganore Hall, L226
Office of Student Leadership & Engagement	301.624.2793	Student Center, H101
STEM Learning Center	240.629.7839	Braddock Hall, B212
Student Accounts (Cashier)	301.846.2456	Jefferson Hall, J112
Testing Center	301.846.2522	Linganore Hall, L204
Tutoring & Writing Center	301.846.2619	Linganore Hall, L226
Welcome Center	301.846.2431	Jefferson Hall, J102

Important Dates and Deadlines

Semester Dates and Deadlines:

Academic Session dates are listed in each semester's [course schedule](#).

Please make sure you note the add, drop, and withdrawal deadlines.

Academic Calendar:

Early College students will abide by the [FCC Academic Calendar](#). Campus closings, holidays, and semester breaks are listed in the semester course schedule.

All students should sign up for the **FCC Alert**/e2Campus system to receive immediate notification of time-sensitive situations. In the event of a campus emergency or weather related school closings, FCC Alert subscribers receive text and/or email notifications.

See MyFCC Portal on page 20 for FCC Alert sign-up directions.

Early College Program Information

The Early College at Frederick Community College offers qualified high school students across the county the opportunity to earn an associate degree and a high school diploma simultaneously by attending FCC full-time during their junior and senior years. Early College was created to increase participation and completion of students from populations historically underrepresented in higher education, and is open to all FCPS high school students.

Cost to Student

Early College students receive free tuition and fees for 10 credits taken during Fall and Spring semesters. Students who are eligible for participation in the Free and Reduced Meals program (FARM) with Frederick County Public Schools will receive free tuition and fees for all classes taken during Fall and Spring semesters. Students will also have all required textbooks and materials covered for all Fall and Spring classes. (*Note: Early College Class of 2026 will continue to operate under the 2024-25 fee structure for their final year.*)

Students should expect to take an average of 15 credits each semester to complete their associate degree. Students who are not eligible for the FARM program will be charged a discounted rate of tuition and fees for all credits taken beyond 10 in Fall and Spring semesters. Students are responsible for full tuition, fees, and textbooks for courses taken during the summer semester. Please see Cost and Financial Aid section for details.

Student Records

Frederick Community College accords to students all rights under the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. No one outside the institution shall have access to, nor will the institution disclose any information from a student's educational record without the written consent of the student except when prior written consent is not required by the Act or the implementing regulations.

Per FERPA, all communication from the college will be addressed to the student. It is the responsibility of students to share all information with their parents/guardians. Parents/guardians are encouraged to be actively involved in the application and registration process with their child.

Attendance

Attendance works much differently in college than it does in high school. Attendance policies may vary among instructors on campus and will be stated clearly in their course syllabi. The responsibility falls on the student to communicate with their instructor if they are going to miss a class due to illness or extenuating circumstances.

Maryland State Department of Education requires that FCPS maintain attendance records for all students enrolled in high school. Therefore, Early College students will be expected to participate in a mandatory attendance check in with the Dual Enrollment staff one-two times per semester. Students who do not report will not be eligible to participate in Early College.

Textbooks and Materials

Students in Early College will have all the required textbooks and materials provided to them by FCPS at no cost. For the fall, spring and J-term semesters, please do not purchase course materials through the FCC Bookstore or through a link provided by your instructor. Digital materials are provided by Slingshot and are accessible through the Slingshot Dashboard. The Slingshot Dashboard can be accessed here: https://frederick.slingshotedu.com/. Physical materials will be available for pickup in the FCC bookstore, at the Dual Enrollment service counter at the back of the store. Your required materials are FREE. If you have questions about accessing your free materials, please email bookstore@frederick.edu or visit the bookstore on the first floor of the Student Center. It is very important that students know how to login to their FCC Student email, and that they check it routinely for important course material information.

FCPS does not cover books or materials for summer. Early College students will get their books and materials the same way as traditional students–NOT through Slingshot. The fastest way for students to identify the course materials they need is to visit the bookstore website https://bookstore.frederick.edu/textbook/index/search/ and plug their student ID into the search bar. Early College students must pay for their summer textbooks and materials.

Transportation

Frederick Community College's Main Campus, where Early College students will take the majority of their coursework, is located at 7932 Opossumtown Pike (near the FCPS Career and Technology Center - CTC). The campus is on the city bus route and is served by TransIT and is FREE to use. (public transportation information). Students may also park on campus in any designated student parking space (parking and parking pass information).

Students and families should consider how they will provide consistent transportation for Early College, as it is not offered by the program. Students for whom transportation is a significant barrier to attendance may communicate with the Early College Coordinator for assistance.

It is possible, but not guaranteed, that students can utilize the CTC buses from their home schools to and/or from CTC (which is on the front of our campus) to attend their classes on campus. Students taking the CTC bus should pay close attention to the FCPS calendar, closings, delays and early dismissals so alternate transportation arrangements can be made if FCC is still open during these times.

The Monroe Center, where some coursework is offered for select programs, is located at 200 Monroe Avenue.

Food and Meals

Students are responsible for providing their own food while on campus. If a student participates in the Free and Reduced Meals (FARM) program with FCPS, they should contact the FCC Dual Enrollment office for assistance accessing the FARM program while in Early College. FCPS provides daily meal delivery to FCC for students in Early College.

A food pantry and food lockers -- for more substantial meals -- is available in the Office of Student Leadership and Engagement for students who need food to hold them throughout the day and are unable to pay for food in the Cafe. Students may visit the pantry once per day, taking up to two items per visit. Free popcorn is also available in the Office of Student Leadership & Engagement every day from 9:00 a.m-3:00 p.m.

Dining Services

The Cougar Cafe offers breakfast and lunch and features a spacious, well-lit dining room equipped with booths, dining tables, high top tables and comfortable lounge seating. Daily specials and a variety of hot and cold foods are offered Monday - Friday.

Several vending machines are located on the FCC campus, offering snacks and hot & cold beverages.

Catering menus are available through the Cougar Cafe.

Technology Requirements

Course Blackboard Requirements

All course sections require access to Blackboard. 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.

Chromebooks/Laptops

Early College students would benefit from access to an up-to-date personal computer with the ability to install software needed for completing their coursework. We recommend that Early College students obtain a personal computer for academic purposes.

Students in Early College are still enrolled in their FCPS high school, so students can access the one-to-one device program at their home high school for an FCPS-issued Chromebook. Students should speak with the Dean of Dual Enrollment (an Assistant Principal) at their high school if they are interested in participating. Students should be aware that some FCC course assignments cannot be completed on an FCPS-issued Chromebook. If an alternative solution is not available, students can use one of the many FCC computers available throughout the campus.

Chromebooks are sometimes available to borrow at FCC, but not guaranteed. Students should reach out to their Early College Coordinator for assistance.

<u>Microsoft Office</u>

FCC students can install Microsoft Office 365 on their personal devices at no cost.
To gain access to your free software:

- Log in to your myfcc.frederick.edu email account.
- Click the gear icon in the top right corner of the screen.
- Click Office365 Settings.
- Click Software

Follow the on-screen instructions to complete the installation process.

Academics

Early College students declare an Associate of Applied Science (AAS), Associate of Science (AS), or Associate of Arts (AA) degree. Although students may earn Letters of Recognition or Certificates as they progress to the associate degree, they must have an associate degree as their program of record.

Early College students have the opportunity to declare most of Frederick Community College's majors. Many associate degree programs prepare students to transfer to a four-year institution while others prepare students to directly enter the workforce after FCC. Several FCC programs are not available to Early College students because of extended program length, required age for medical clinicals, or other factors. Several other FCC programs are only open to students who have had required prerequisite coursework in high school. While most courses are offered during the day on the main campus, in some programs students may be required to take a course or courses at FCC's Monroe Center, at Hood College, over the summer, during the evening, or at times that conflict with extracurricular commitments.

High School counselors, Early College Coordinators and the Early College Career Coach can assist students in identifying an appropriate major. Other FCC resources including credit courses and a free summer career institute are available for students who may be unsure about what major to declare.

Accounting	Associate of Applied Science
Addictions Counseling	Associate of Applied Science
American Sign Language	Associate of Applied Science
Art	Associate of Arts
Arts & Humanities Umbrella	Associate of Arts
Arts & Sciences Umbrella	Associate of Arts or Associate of Science
Audio Production	Associate of Applied Science
Baking and Pastry Arts	Associate of Applied Science
Biology	Associate of Science
Biotechnology	Associate of Applied Science
Business Administration	Associate of Arts
Business Management	Associate of Applied Science
Chemistry	Associate of Science
Communication	Associate of Arts
Computer Aided Design	Associate of Applied Science
Computer Science	Associate of Science
Construction Management	Associate of Applied Science
Criminal Justice	Associate of Arts
Culinary Arts & Supervision	Associate of Applied Science

Cybersecurity	Associate of Applied Science
Early Childhood Development	Associate of Applied Science
Early Childhood Education/Sp. Ed.	Associate of Arts in Teaching
Education–Social Sciences	Associate of Arts
Elementary Education/Special Ed	Associate of Arts in Teaching
Emergency Management	Associate of Applied Science
Engineering	Associate of Science
English	Associate of Arts
Film & Video Production	Associate of Arts
Fire Service Administration	Associate of Applied Science
General Studies	Associate of Arts
Graphic Design	Associate of Applied Science
Health Sciences	Associate of Science
History	Associate of Arts
Hospitality Management	Associate of Applied Science
Human Services	Associate of Arts
Information Technology Specialist	Associate of Applied Science
Mass Communication	Associate of Arts
Mathematics	Associate of Science
Music	Associate of Arts
National Security and Intelligence	Associate of Applied Science
Paralegal	Associate of Applied Science
Psychology	Associate of Arts
Public Health Science	Associate of Science
Public Safety	Associate of Applied Science
Secondary Ed. (Eng, Math or Span)	Associate of Arts in Teaching
Social Science Umbrella	Associate of Arts
Sociology	Associate of Arts
Software Engineering	Associate of Applied Science
STEM Technology	Associate of Applied Science
STEM Umbrella	Associate of Science
Theatre	Associate of Arts

Registration and Schedules

In addition to the FCC curricular requirements for their declared major, Early College students must complete several courses required for FCPS graduation; these will vary depending on a student's standing at the time of entering the program. This may mean that students complete more than the 60 college credits typically required for an associate's degree. The FCC Early College Coordinator and FCPS Coordinator for Dual Enrollment will work with students to design schedules that incorporate graduation requirements for both high school and college.

Early College students meet frequently with the Early College Coordinator to discuss academic successes and challenges. Students must receive permission of the Early College Coordinator to enroll in or withdraw from a class. Students must meet with the Early College Coordinator to develop semester schedules. While students have some choice in course selection for certain General Education and elective credits, they will not have as much flexibility as traditional FCC students to choose their course schedule.

Number of Courses--Expectations and Limitations

FCPS requires students to be enrolled in at least four classes each semester; Early College students should expect to take at least four college classes each Fall and Spring. In order to support student success, FCPS will not approve students taking a total of more than six college courses in one semester, more than a single January or J-Term course, or more than two summer courses without special approval and additional parent/guardian permission. FCC does not allow FCPS students to enroll in more than 18 credits in one semester without special approval.

Early College students in good Academic Standing should discuss the reasons why they need to be approved for more than six college courses in one semester, more than a single January or J-Term course, or more than two summer courses with the FCC Early College Coordinator. If the student and advisor agree with the need for an overload, the student should request an approval to overload from the FCPS Coordinator of Dual Enrollment that includes: 1) specific details about the request, 2) reasons for the request, and 3) parent/guardian contact information to confirm permission.

Course Formats

FCC offers courses in one of four formats: In-Person, Online, Structured Remote, Hybrid. You can find out more about our course formats at www.frederick.edu/courseformats and also watch this helpful video.

Dual Credit and Meeting High School Diploma Requirements

Students will plan their college schedules with their Early College Coordinator to ensure they can complete both FCPS high school diploma requirements and FCC associate degree program requirements.

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To earn a high school diploma, Early College students must complete all FCPS high school graduation credits. Early College students can earn high school credits by earning Dual Credit for eligible college courses completed as part of their FCC Degree Pathway or Electives. Students request Dual Credit by indicating which courses they would like to earn dual credit for on the **Dual Enrollment Participation Form**. These forms are submitted to the Coordinator of Dual Enrollment with Frederick County Public Schools, rather than to the school counseling office.

Important notes about Dual Credit:
- Dual Credit means that students receive high school credit for college coursework that earns college credits.
- When a student receives Dual Credit, the grade appears on both the high school and college transcripts.
- Dual Credit courses are weighted in the high school GPA.
- Most 3-4 credit FCC college courses are eligible for Dual Credit.
- Some college courses align in curriculum with a specific FCPS high school course. When a course aligns with a FCPS course the student has already completed, selecting Dual Credit will mean the course counts as a repeat course for high school GPA calculation.
- Early College students usually want Dual Credit for all eligible classes, but the decision is up to the student.
- Students should decide about Dual Credit **for each course** before the Add/Drop period for the college course.
- Courses not indicated will be assumed to be taken for Dual Credit.
- More information about Dual Credit.
- *Please speak with the FCPS Dual Enrollment Coordinator for questions about Dual Credit.*

High School Graduation Requirements
Early College students will need to complete some or all of the following FCC courses for Dual Credit in order to meet high school graduation requirements. Most Early College students will need to take the following college courses to fulfill 11th and 12th grade high school graduation requirements. The specific courses students choose will depend on their program of study and/or transfer plans. Courses should be selected in consultation with their Early College Coordinator:

ENGL 101: English Composition
ENGL 102: English Composition & Literature
HIST 122: World History II
PBHL 190: Personal and Community Health

ONE of:
- ➢ CHEM 100: Chemistry and Society
- ➢ CHEM 101: General Chemistry I
- ➢ BSCI 106: General Ecology

TWO* of:
- ➢ MATH 145: College Algebra (required if Alg 2 not yet taken)

- ➢ MATH 101: College Mathematics
- ➢ MATH 120: Statistics
- ➢ MATH 165: Precalculus
- ➢ MATH 185: Calculus I
- ➢ MATH 195: Calculus II
- ➢ MATH 285: Calculus III

* One Math course must be taken in the fall or spring semester during each year of Early College

Early College students might have other needed high school graduation requirements that should be met by selecting Dual Credit, based on the high school transcript review by the FCPS Dual Enrollment Coordinator. Additional FCC courses commonly taken for Dual Credit by Early College students to earn high school graduation requirements include, but are not limited to:

Graduation Requirement	College Course(s)
Personal Financial Literacy	BMGT 110: Personal Financial Management
Computer Science/Engineering	ENGR 100: Introduction to Engineering
Fine Arts	e.g., ARTT 101: Studio Art I ARTT 106: Drawing I ARTT 113: Pottery I THEA 100: Introduction to Theatre MUSC 103: Fundamentals of Music or another fine arts class
World Language Completer → 2 or more courses in the same language	e.g., Sign Language: ASLS 121, ASLS 122 French: FREN 101, FREN 102 or another language offered at the college

Frederick County Virtual School: High school graduation credits can also be completed through the Frederick County Virtual School. FCVS offers both summer and school year learning options for Early College students. Students still needing Fitness for Life or Health 1 for graduation will need to enroll in FCVS for those courses and earn credit for these courses before the start of the Fall semester in senior year. Students are encouraged to think about taking a FCVS course if they have many particular graduation requirements remaining at the end of grade 10.

Service Learning: Early College students may not earn all of the 75 hours of required student service learning hours completed through FCPS high school coursework. Students will need to work with their high school's student service learning coordinator to make up the difference in hours. The FCC Student Leadership and Engagement Office may have some opportunities for college students needing service hours.

Early College Orientation Course

Early College students will participate in a required 1-credit First Year Experience course, ACCE 101: College Success Tools. This course will be offered during the summer term immediately preceding the first fall Early College semester. <u>Early College students must receive a final grade of A, B, or C in this mandatory course to continue in the Early College program</u>. Student work and vacations should be scheduled so they do not conflict with the short summer course. Students will be required to pay for this course.

Honors Opportunities

Students are also eligible to participate in the Honors College and can receive a notation on their transcript when they meet Honors College minimum standards. Honors College is an enrichment program that can be incorporated into most transfer degree programs at FCC. Students who graduate from the Honors College, complete an honors independent study project, present at a conference, or earn service or leadership certificates gain a competitive advantage when applying for admission to selective four year colleges and transfer scholarships.

Membership in the Honors College is by invitation or self-nomination. Students automatically qualify with the following test scores: SAT = 1650 overall with at least 550 on verbal, or ACT = Reading 21+, or FCC placement exams = Honors level reading and proficient college-level writing. A writing sample may be requested. However, applicants with strong academic records (3.5 GPA) or faculty recommendations are encouraged to apply. To apply, students should complete the Honors College Application and Honors Goal Survey, which are available in the Honors Office (H245) and at www.frederick.edu, and submit as directed on the forms. Read more about the [FCC Honors College](#).

Participation in FCPS Academic Programs Outside of Early College

Early College Students are not permitted to participate in additional FCPS academic programs while enrolled in Early College. Students in Early College do not take classes back at their home high school. Students cannot be co-enrolled in Early College and any of the following FCPS Programs: Career and Technology Center, Academy of the Fine Arts, Naval Junior Reserve Officer Training Corps, International Baccalaureate, Work Study, FCPS internships, the FCC Biotechnology Internship, FCPS charter schools, the Remote Virtual Program, Youth Apprenticeship, Career Pathways at the Monroe Center, and the Frederick County Virtual Outside of School classes other than required high school graduation credits (see Dual Credit section). Students interested in combining those opportunities with Dual Enrollment may do so through participation in the Open Campus and High School Based programs.

However, case-by-case exceptions to participate in high school courses or select programs can be made for Early College students in good Academic Standing, with the approval of the FCPS Coordinator of Dual Enrollment, after the first full semester of Early College. Typically, students will be granted exceptions for the following reasons: 1) participation in a co-curricular activity that requires enrollment in a particular high school class (e.g., Marching Band), 2) completion of a Career and Technical Education program of study, or 3) alignment with a particular

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post-secondary goal. Students should discuss the request with the FCC Early College Coordinator before requesting approval from the FCPS Coordinator of Dual Enrollment.

Change of Major

Early College students are eligible to change their program of study if doing so will not extend program completion beyond high school graduation. The Early College Coordinator will assist any students in their decision to change a major.

Program Completion Timeline

To remain eligible for the benefits of Early College, students should not plan to graduate from high school early*. For the majority of students, all required coursework will be completed by the time of high school graduation to allow for simultaneous graduation from high school and FCC. In rare cases when a student has been unsuccessful in an FCC course, he or she may be required to take one or more additional courses following high school graduation to complete associate degree requirements. The student will be responsible for tuition, fees, books, materials and all other costs associated with remaining degree requirements after successful high school graduation. *Students seeking early graduation from high school while enrolled in Early College will need to meet with the FCPS Coordinator of Dual Enrollment to discuss their plans.

Advanced Placement Credits

Applicants for admission who have taken AP examinations should have an official copy of their scores sent to the FCC Registration & Records Office in Jefferson Hall. A chart in the FCC Academic Catalog shows how students can earn credit by Advanced Placement exam scores.

Transfer Considerations for Early College Students

Early College students who are planning to transfer to a four-year college or university are encouraged to think about transfer early and often, and should explore transfer opportunities with the help of the Early College Coordinator, FCC transfer tools, and academic advisors at their prospective four-year schools. These advisors can also help students understand the nuances of priority application deadlines and the impact of coursework that may be taken during the summer following high school graduation.

Dual Enrollment coursework is widely recognized in Maryland and around the country. You can see which FCC courses will be accepted to University System of Maryland schools here: https://articulation.usmd.edu/equivalencies. State institutions in Maryland will accept Early College credits just as they would accept credits earned by a traditional community college student, however there may be some private or out-of-state programs or schools that are exceptions to this rule. Students should work with an advisor to identify which FCC courses will be *applied* toward a bachelor's degree (counted as degree requirements) and which courses will simply be *accepted* (counted as elective credits).

Most four-year colleges and universities admit Early College students as freshman (rather than as transfer students) because they have not yet graduated from high school at the time of application. Early College students most often participate in traditional freshmen orientations, and are assigned to student housing with students in their own age group. Some colleges and universities may restrict students from bringing a car to campus. In addition, Early College students are generally not eligible for transfer scholarships.   However, Early College students will be considered to have "advanced standing" at college, may be eligible for early registration, and can usually bypass First Year Experience coursework.

Early College students will earn both an FCC Grade Point Average (calculated according to the same Academic Standing Policy that applies to all FCC students) and an FCPS Grade Point Average. The FCPS Grade Point Average is typically what four-year colleges and universities will reference at the time of application, although some colleges may reference both. Grades earned at FCPS will be calculated using the same weighted scale that applies to all Dual Enrollment courses. Only grades from those courses that were taken for Dual Credit will be calculated in the high school GPA. Colleges and universities recognize the value in admitting Early College applicants who have shown the ability to be successful in college coursework as high school-age students.

Academic Progress

Early College academic progress standards are designed to protect students from delayed high school graduation. Students who do not demonstrate appropriate academic progress may be dismissed from Early College to return to their home high school. These students will continue to be eligible to take Open Campus and High-School Based Dual Enrollment courses and may apply to become traditional FCC students following high school graduation.

Students may also elect to withdraw from the program. The Early College Coordinator and FCPS Coordinator of Dual Enrollment will assist students in the transfer of credits back to FCPS if needed.

Early College Students are subject to FCC's Academic Standards Policies, with a few notable exceptions:

1. **Good Standing** – Early College students will be considered to be in good academic standing when their cumulative GPA is 2.000 or higher, they have successfully completed 100% of their cumulative attempted credits, and they have completed 28 credits toward their degree plan by the end of their junior year, which must include ENGL 101 and a college math course.
2. **Academic Alert** - Early College students may not be eligible for Academic Alert status.
3. **Academic Probation** - Early College students are placed on Academic Probation when their cumulative GPA is less than 2.000 and/or they have successfully completed less than 100% of their credits attempted in a given semester. The FCPS Dual Enrollment Coordinator and the student's parents will be notified of the Academic Probation placement.
   a. While on Academic Probation, students will be required to meet with the Early College Coordinator to develop an Academic Success Plan designed to provide

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students with academic support to facilitate their success. The Academic Success plan may include (but is not limited to) periodic check-ins with faculty, required tutoring or time in the Learning Commons and/or STEM Learning Center, and an altered schedule that may include summer registration.

    b. Students may remain on Academic Probation with an Academic Success plan until their cumulative GPA is 2.000 or higher and they have successfully completed all failed course(s) and 100% of other required credits.

    c. Students who do not demonstrate academic progress while on Academic Probation, as evidenced by a semester GPA of less than 2.000 or successful completion of less than 100% of their credits attempted may be subject to academic dismissal from Early College.

4. **Academic Dismissal** –Students who are subject to Academic Dismissal will return to their home FCPS high school to complete the credits necessary to earn a high school diploma. Students who have compelling circumstances may appeal the dismissal by contacting the Associate Vice President/Dean of Students and FCPS Coordinator of Dual Enrollment.

Student Success Alert

Student Success Alerts are email notices students may receive from their instructors when there is a concern about their performance in class. Instructors send Success Alerts to students through their FCC email when students have frequent absences, missed assignments or exams, or are handing in late work. They are intended to be an early warning system so students can take the steps needed to be successful in the course. A copy of each Success Alert is also sent to the Dual Enrollment Office and Early College Coordinator.

Cost and Financial Aid

Frederick County Public Schools will cover a significant portion of costs (10 college credits) for tuition and fees, and all textbooks for Early College students who remain in good standing during Fall and Spring semesters.

Students should expect to take an average of 15 credits each semester to complete their associate degree. Students who are not eligible for the FARM program will be charged a discounted rate of 25% tuition and fees for all credits taken beyond 10 in Fall and Spring semesters. FCC tuition information can be found here.

Students are responsible for full tuition, fees, and textbooks for courses taken during the summer semester. Courses taken during the summer semester are not eligible for the tuition discount.

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 the [myFCC Student Portal](#) – log into PeopleSoft, click the link under finance from the Student Center page.
- 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.

Drop Zone and Payment Deadlines

Students who have not paid will be dropped from current classes on DROP ZONE dates listed in the [semester course schedule](#).
Choose one of the following payment options by the due date to avoid being dropped from your classes:

1. Students must pay in full (Partial payment will NOT save your seat!)
2. Sign up for the payment plan in PeopleSoft. (Payment plans not available for January Term.)

Students who are dropped from classes will be required to re-register. If originally selected courses are no longer available, students will need to select different classes or be put on the waitlist.

If the college is closed due to inclement weather on a payment due date, drops for non-payment will occur at 4:30pm the next day the college reopens.

[Directions for Making Payment](#)

Financial Assistance

Early College welcomes students from all socioeconomic backgrounds and will work with individual students whenever possible to make the program affordable.

Early College students are not eligible for Federal Financial Aid such as Pell Grants or Federal student loans because students have not yet graduated from high school. Early College students are also not eligible for the [Maryland Community College Promise Scholarship](#) program.

Early College costs may be paid by 529 College Savings Plans, including the Maryland College Investment Plan.

Early College Student Expectations

Restatement of Application and Contract Agreements

As part of your Early College Application Packet, you and your parent/guardian signed the *Early College Application and Contract* which stated several expectations and permissions for Early College Students. Below you will find the contract for your reference:

1. I give my consent for FCPS to share the information provided herein with the necessary departments of FCC for the purpose of registration in the Early College program.

2. I give FCC permission to release information to my high school which may include placement test scores, course registration, grades, and attendance records.

3. My parents or legal guardian and I understand that I am enrolling in the Early College program where rules, federal and state laws, and individual student maturity and responsibility are different from being in a high school environment.

4. I understand that if I do not perform up to the Early College program requirements, FCC and FCPS may recommend/require that I return to my high school.

5. Students will engage exclusively with college-level course content. Early College students participate in a mandatory transition course (one college credit) during the summer at FCC.

6. I understand that I must receive a final grade of A, B, or C in the mandatory summer transition course to continue in the Early College program.

7. Early College students are responsible for their own attendance and daily attendance is not tracked or reported; however, attendance reports are required by instructors on campus every semester. Early College students will participate in a mandatory attendance check-in at least three times a school year.

8. Students will need to access FCC course websites and will benefit from having a computer and internet access at home. Students without access to a computer or internet at home may utilize FCC open computer labs or the Learning Commons during regular operating hours.

9. Students in Early College will be held to the same conduct standards as FCC students and FCPS students. Students in violation of these standards may be subject to discipline at either or both institutions.

Resources

Center for Teaching and Learning

- Bess and Frank Gladhill Learning Commons (301.846.2619, Linganore Hall, L226)

  o Library—The FCC Library offers a comprehensive library service program for students, faculty, and staff. A deep set of research resources supports the curricula and research needs of the College.

  The Library website provides the Library catalog, reference and research content, subject-based Research Guides, information literacy instruction, service request forms, and other information. For information on hours, collections, and services, call 301.846.2444, or consult the Library website.

  o Tutoring and Writing Center—The Tutoring and Writing Center provides free tutoring and computer access to students currently enrolled in FCC courses. Academic support can help students develop important skills to better master course content, study more effectively, write more clearly, read more strategically, and overcome academic conflicts. The professional and peer tutors are trained to collaborate with students to help them develop their learning strategies, writing and reading techniques, and critical thinking skills. Students can work with a tutor individually, in small groups, or online. In addition, the Center conducts orientations and workshops for students and faculty. Topics may include reviewing for finals, avoiding plagiarism, stopping procrastination, or for faculty, designing writing assignments

- Science, Technology, Engineering, and Math (STEM) Learning Center —The STEM Learning Center helps students succeed in their science, engineering and math courses. Students can drop-in for tutoring, for a quiet place to study, to ask questions, get help with calculators, or use supplemental resources. The Center is staffed with faculty and tutors, as well as STEM learning assistants who are experienced FCC science, technology, and math students who can help you with beginning Algebra through Calculus, Statistics, Biology, Chemistry, and Physics. More information is available on the STEM Learning Center webpage.

Office of Student Leadership & Engagement

The Office of Student Leadership & Engagement offers you exciting opportunities to interact with other students, cultivate your leadership skills in a variety of ways, and strengthen your knowledge and understanding of academic disciplines through applied co-curricular activities. The CSE oversees student life activities and opportunities, such as: campus clubs, community services, co-curricular programs, leadership development, recognition and awards, student government association, student publications, wellness, and voter registration.

Information about leadership development, campus clubs and organizations, how to start a new club or organization and a current calendar of special events can be obtained by visiting the Office of Student Leadership & Engagement, Student Center, or by calling 301.846.2488.

Disability Access Services

Disability Access Services (DAS) at Frederick Community College assists and supports eligible students with disabilities. Student services may include academic advising, individualized accommodation plans, transition coaching, as well as workshops and programs. Students will be empowered to become self-advocates in order to achieve individual success at FCC and beyond.

Students with disabilities are encouraged to contact the office as early as possible after applying for admission (301.846.2408). Reasonable accommodations, based on documentation, are then offered to qualified students for courses and for placement testing, if requested. Students in need of sign language interpreting services should contact the office two weeks prior to the beginning of classes to ensure services are in place. Students must request accommodations prior to the beginning of each semester **for each class** for which they are requesting accommodations.

Disability Access Services
301.846.2408 or via email at DisabilityServices@frederick.edu

Coordinator for Deaf & Hard of Hearing Services
301.846.2476 (Voice), 240.575.1803 (VP), or via email at Interpreting@frederick.edu

Early College Suite & Quiet Study Space

The Early College Suite is a designated lounge, study, and social space for our Early College students in the Student Center building, Room H256. The Early College Coordinator's office is adjacent to this area to be accessible to Early College students throughout the week. The Early College Suite contains comfortable seating, large desks, a projector, a printer, and desktop computers for students. The Suite is a place for Early College students to relax, study, and spend time in between classes. It will also be used to house Early College events, meetings, and workshops. The Suite will be open from 8:00AM - 4:30PM Monday - Friday.

The Early College Quiet Study Space is across the hall from the EC Suite in room H259. Just like the name implies, this is another exclusive space for students in Early College to quietly study and work before, in between or after classes. The Quiet Study Space is open from 8:00AM - 9:00PM Monday - Thursday and 8:00AM - 4:30PM on Fridays.

Students must comply with the rules of each space.

Counseling and Wellness Services

Frederick Community College's Counseling and Wellness Services helps you manage personal problems which may impact your day-to-day life. We provide short-term, solution-focused counseling to current students, as well as crisis intervention for students who are suicidal, involved in unsafe relationships, or experiencing other emergencies. Our staff is well versed in

campus and community resources to help you find the right support and can also provide referrals to additional mental health services.
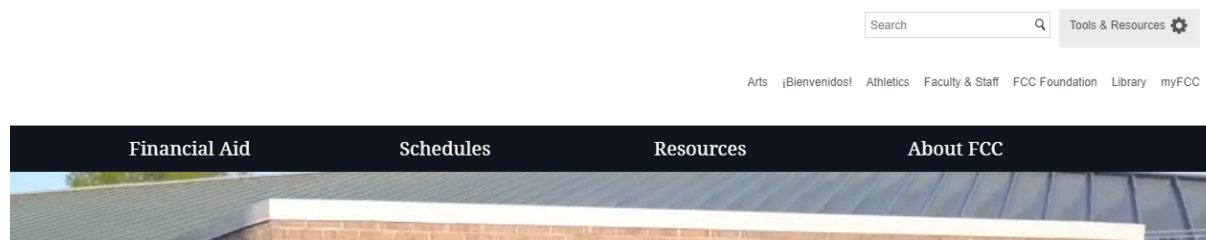
Personal counseling can empower students to address their emotional, psychological, social, and behavioral well-being to improve academic performance and create a more balanced life. Counseling services are available by walk in or appointment. All services are free and confidential for current FCC students

Campus Security

FCC places a high priority on maintaining a safe, secure learning and working environment. The security office (Student Center, H-116) is committed to the safety and welfare of all students, employees, and visitors. For safety and protection, security staff are on campus 24/7. Exterior emergency help phones are located adjacent to sidewalks of parking lots (#1– Bus stop, #2–lot 1, #3–lot 3, #4–lot 4, #5–lot 6, #6–lot 7 south, #7–lot 7 north, #8–lot 9, #9–lot 10, #10–lot 11 north, #11–lot 14 north, #12–lot 14 south). Press the button and security will respond immediately. Help phones are throughout all buildings; they may be used to dial campus numbers only. Call 2453 for the security office.

MyFCC Student Portal

Students can access the [MyFCC Student Portal](#) by going to www.frederick.edu and clicking the "myFCC" link at the top right-hand corner.
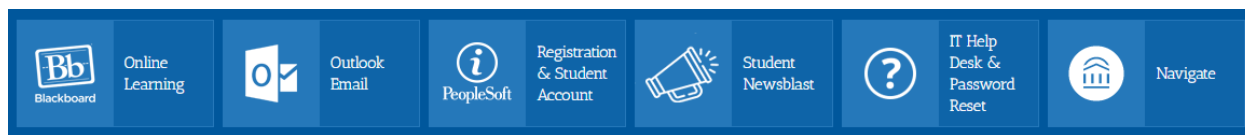
FCC Single Sign-On

FCC students log into PeopleSoft, myFCC email, and Blackboard with a single user ID and password. Changing or resetting the password on any of these systems will automatically synchronize it for all of them.

Login information

- Your username is W + FCC Student ID (Example: W1234567)
- To obtain a password, visit the [Password Self Service site](#)
- Verify your identity and provide the system with the requested authentication information as prompted

All of the following accounts are accessible from the blue links on the MyFCC Student Portal

PeopleSoft Campus Solutions

Frederick Community College uses PeopleSoft Campus Solutions as our student information system. This application allows students to search and register for classes, view academic and financial information, pay for classes, see your grades, and print an unofficial transcript or class schedule.

MyFCC E-mail

College email accounts serve as an official means of electronic communication. **Students are expected to check their College email account regularly.** If you elect to forward your College email to another email account, you remain responsible for any material not received because of any defect in the forwarding mechanism or the destination account. We encourage students to install the Outlook email app on their smartphone to better keep up with their email communication.

Your student email address is your first initial + last name + last three digits of your student ID@myfcc.frederick.edu (Example: JSmith567@myfcc.frederick.edu.).

Blackboard

All course sections require access to Blackboard. Students are expected to be able to access Blackboard via the internet using personal, public, or available college computers. Online course work will be required for some web-enhanced classes. Consult the instructor regarding expectations for participation in the course website. Course websites may host learning resources including required reading and assessments. Blackboard access is also required to complete course evaluations. Google Chrome is the preferred browser.

FCC Alert

In the event of a campus emergency or weather related school closings, FCC Alert subscribers receive text and/or email notifications. All students, faculty and staff should sign up for the FCC Alert/e2Campus system to receive immediate notification of time-sensitive situations.

- Click the "FCC Alert" link on the MyFCC Student Portal.
- Click "Sign Up" in the top right-hand corner and create an account.

- Choose the method in which you want to be notified (cell phone, email).

Navigate

Navigate is a free mobile app designed to help you thrive at FCC. This mobile advisor will remind you of important dates and to-dos, prompt you to register for classes and pay your tuition, connect you to campus resources, and allow you to easily schedule appointments with support staff.

With Navigate, you'll stay on track all the way from new student orientation to graduation.

Download Navigate Student from your mobile phone's app store or access Navigate Online from a web browser. Use your FCC student ID email (example: W1234567@myfcc.frederick.edu) and password to login.

Go to our Navigate page to find out more about features and user guides.

Information Technology Services for Students

ITS provides technology services and support to meet the needs of students, faculty and staff. ITS provides support for PeopleSoft, classroom technology, desktop computers, website, software purchasing and network security.

Students can request IT assistance online using "IT Help Desk" link on the MyFCC Student Portal, in person, or over the phone.
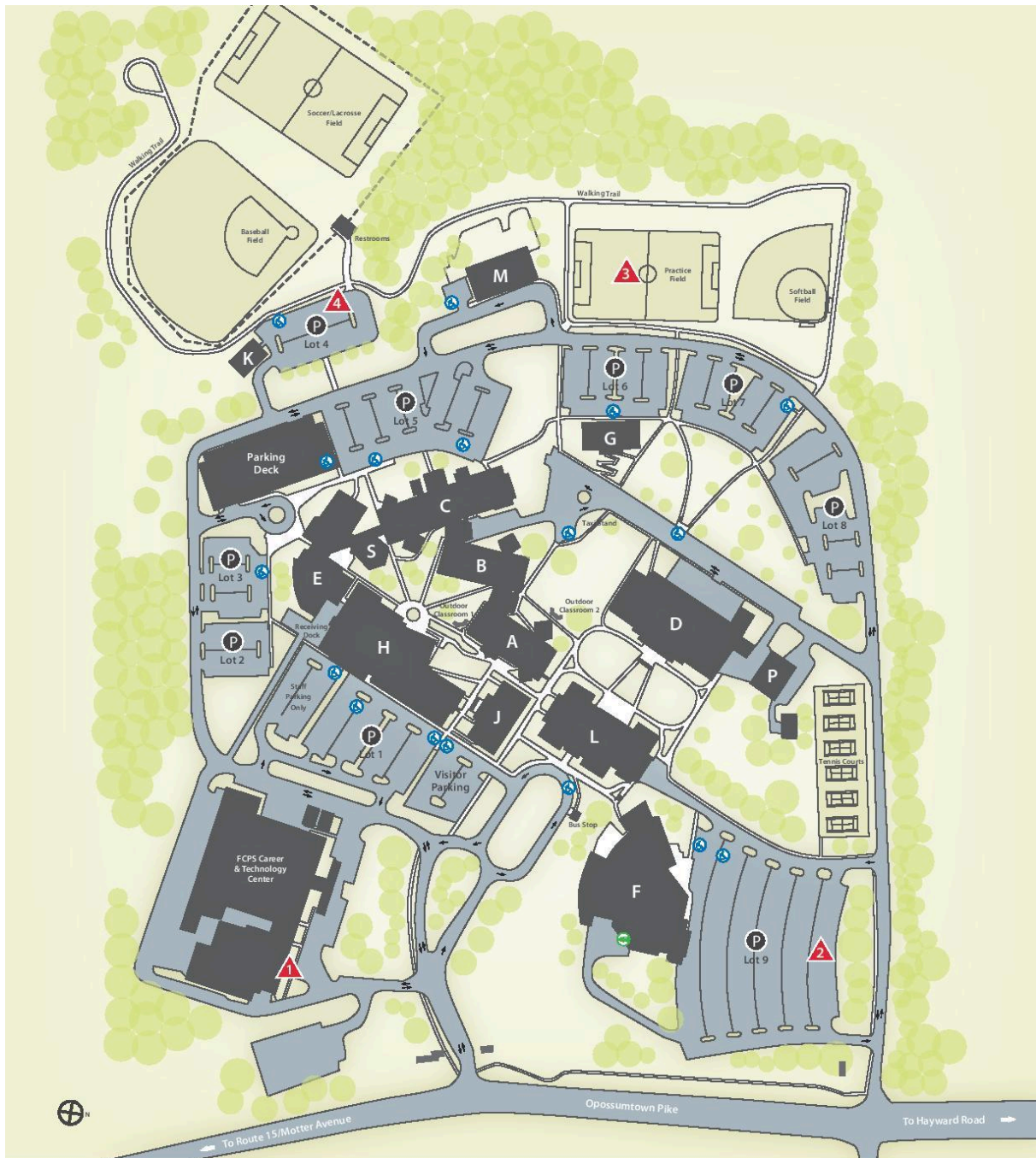
Location and Hours of Service:

Monday - Thursday:	8:00 a.m. - 5:00 p.m.
Friday:	8:00 a.m. - 4:00 p.m.
Location:	Gambrill Hall – G-122

Contact by phone: 301-846-2509

Campus Map

Welcome to Frederick Community College

A   **Annapolis Hall**
Adult Services, Veteran Services, Services for Students with Disabilities, Adult Education (GED, ESL), President, Institutional Advancement, Mail Room, Administrative Offices

B   **Braddock Hall**
Math Learning Center, Faculty Offices, Classrooms

C   **Catoctin Hall**
Science Labs, Computer Labs, Faculty Offices, Classrooms, Student Lounge in Upper B/C Knuckle

D   **Athletics Center**
Gymnasium, Weight Room, Classrooms, Athletics, Faculty Offices, Locker Rooms

E   **Conference Center**
Large and Small Meeting Rooms, Technology Labs, Continuing Education & Workforce Development

F   **Visual & Performing Arts Center**
JBK Theater, MCH Art Gallery, FCC Studio Theater, Music Classrooms & Practice Rooms, Art Classrooms, Mac Classroom & Lab, Faculty Offices

G   **Gambrill Hall**
Human Resources, Purchasing, Fiscal Services, IT Services, Risk Management and Public Services, Administrative Offices

H   **Student Center**
Cougar Grille, Bookstore, Multicultural Student Services, Security, Center for Student Engagement, Student Government Association, Honors College Classroom & Lounge, Tutorial Services, Faculty Offices, Student Lounges

J   **Jefferson Hall**
Welcome Center, Admissions, Registration & Records, Student Accounts, Counseling & Advising, Career & Transfer Center, Financial Aid, Office of Diversity, Equity, and Inclusion, Learning Support Offices

K   **Mercer-Akre Kiln**

L   **Linganore Hall**
Learning Commons, Allied Health/Nursing Labs, Testing Center, Video Classroom & Lab, Language Lab, Faculty Offices, Classrooms, Student Lounge, Staff Lounge, Distributed Learning offices, IT Help desk, Dual Enrollment

M   **The Carl and Norma Miller Children's Center**

P   **Plant Operations**

S   **Sweadner Hall**
Lecture Hall

In case of an emergency, Call 2453 or 4444 on campus or 301.846.2453 off campus or on your cell.

▲ Evacuation Locations
♿ Accessible Parking
🔌 Electric Car Charging

For information on accessible routes, please visit our website at frederick.edu