FCC Student Services available online

Use your online PeopleSoft Student account to:
- Register and adjust classes (drop/add)
- View degree requirements; plan your courses
- View and print your class schedules and grades
- Print unofficial transcripts
- View transfer credit
- Make a payment

To Log in go to www.frederick.edu
- Click on **PeopleSoft** in the top right hand corner of the home page
- User ID is a capital W and your 7 digit student ID number
- Enter your password, or select "reset password" if you've never logged in before, or if you have forgotten your password
- This log-in is case sensitive – ALL CAPS

To find your Planner to see what courses you need for your major:
- Self Service > Student Center
- Under Academics heading, click on **Plan**
- Click on **Plan by My Requirements** (green button)
- Click on **expand all** (blue button)
- Scroll through requirements; review categories of courses (English, Math, etc.);review list of courses that "satisfy" (count) in each category; choose course, **add to planner**
- Click on **my planner** (top of page), view list of all planned courses; **move** each to semester you plan to take it

To enroll in class using your Planner:
- Self Service > Student Center
- Under Academics heading, click on **Enroll**
- Select semester if option appears; click **Continue**
- Find Classes using **My Planner,** and click on **Search**
- View courses currently in your Planner available for this semester and click **Select**
- Review class sections available, click **Select** for the section you want
- Review course info, if correct, click **Next**
- Repeat search steps above to add more courses, or click **Proceed to Step 2 of 3**
- Review schedule then click **Finish Enrolling** to complete registration process

To enroll in class using the Class Number from Credit Schedules (Ex., 1009):
- Self Service > Student Center
- Under Academics heading, click on **Enroll**
- Select semester if option appears; click **Continue**
- Enter Class Number (4-digit for Fall /Spring; 3-digit for Summer/J-Term); click **Enter**
- Review course info, if correct click **Next**
- You can add more classes or click **Proceed to step 2 of 3**
- Review schedule then click **Finish Enrolling** to complete the registration process

To enroll in class when you need to search for a class:
- Self Service > Student Center
- Under Academics heading, click on **Enroll**
- Select semester if option appears; click **Continue**
- Find Classes using **Class Search** (default option), and click **Search**
- Enter or look up **Course Subject** and **Course Number**, and click **Search**
- Review class sections available, click **Select** for the section you want
- Review course info, if correct, click **Next**
- Repeat search steps above to add more courses, or click **Proceed to Step 2 of 3**
- Review schedule then click **Finish Enrolling** to complete registration process

To view and print your class schedule:
- Self Service > Student Center
- Under Academics heading, click on **Enroll**
- Click on **my class schedule** under tabs at the top of the page
- Scroll down to bottom of schedule; click **Printer Friendly Page**

To drop a class: Log-in to your PeopleSoft student account
- Self Service > Student Center
- Under Academics heading, click on **Enroll**
- Click **drop** from the menu at the top of the page
- Select semester if option appears; click **Continue**
- Click the box in front of the class you wish to drop
- Then click **drop selected classes**
- Review course info, if correct click **Finish Dropping**
- Click on **my class schedule** (at the top of the page) to review the results

To view grades: Log-in to your PeopleSoft student account
- Self Service > Student Center >
- Under Academics heading, click on drop down menu labeled **other academics**
- Select **Grades** from menu and click round **>> Go** button
- Current semester will appear, for a different semester click c**hange term**, then select term and click **Continue**
- Click **printer friendly page** at the bottom of the screen to print copy
- Please note - the College does not mail your grades - you must access them online

To view transfer credit: Log-in to your PeopleSoft student account
- Self Service > Student Center
- Under Academics heading, click on **My Academics**
- Click **View my transfer credit report**

To view and print unofficial transcripts: Log-in to your PeopleSoft student account
- Self Service > Student Center
- Under Academics heading, click on drop down menu labeled **other academics**
- Select **Transcript: view unofficial** from menu and click round **>> Go** button
- Click drop down menu for Report Type, select Undergraduate (unofficial), click **Go**

To make payment: Log-in to your PeopleSoft student account
- Self Service > Student Center
- Under Finances heading, click **make a payment** link

Other Student services available online:

myFCC – Student E-mail
www.frederick.edu > Select myFCC link in top right hand corner of the home page
User name is first letter of your first name + full last name + last three digits of student ID
(Example: JSmith543) Initial password is the first two letters of your last name plus the last five digits of your student ID (Example: sm76543)

Blackboard- Used by students taking Online and Hybrid courses
www.frederick.edu > Select Blackboard link in the top right hand corner of the home page
User ID is "w" and your 7 digit student ID number. Initial password is the first two letters of your last name plus the last five digits of student ID (Example: sm76543)

Student Technology Help Desk, 301.846.2509 or 301.846.3333, located in C-207