**Open Campus Dual Enrollment Packet 2022-2023**

Student Name: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please read this entire packet and follow the directions completely.**

­­­­\_\_\_\_\_ 1. Applied to FCC @ [www.Frederick.edu/apply](http://www.Frederick.edu/apply%20by%20April%2014) FCC Student ID#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ 2. Complete FCC College and Career Readiness Dual Enrollment Participation Form (pages 2 & 3)

Use the following information to complete the course title information (page 3)

\_\_\_\_\_ 3. Complete Chart below

|  |  |
| --- | --- |
| FCC Course  Requested | LHS Course to Drop |
|  |  |
|  |  |
|  |  |
|  |  |

\_\_\_\_\_ 4. Return Open Campus Dual Enrollment Packet and this completed cover sheet to Student Services @

([LHS.DualEnrollment@fcps.org](mailto:LHS.DualEnrollment@fcps.org)) or drop off to Student Services. **Failure to do so will result in the Dual Enrollment course(s) NOT being added to your LHS 2022/2023 SY schedule.**

\_\_\_\_\_5. Once registered for your course(s), you will receive a message in your FCC email account about your tuition bill.

Pay your tuition using the directions outlined in the email. **Failure to pay by the deadline will result in FCC**

**removing you from your Dual Enrollment course.**

\_\_\_\_\_6. Print your Student Account Invoice (example below) sent to your FCC email confirming your course(s)

registration and payment and attach the invoice to this packet.

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Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_ Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_

\*\*Students with an IEP or 504 plan who would like accommodations in FCC classes need to schedule a meeting with the Office of Students with Disabilities call 301-846-2408 or email [disabilityservices@frederick.edu](mailto:disabilityservices@frederick.edu)