

High School based Dual Enrollment

Directions for Paying Tuition Online

For school based dual enrollment students, the high schools work directly with FCC to register students. Once a student is registered for a course and a schedule is created, an electronic invoice is automatically generated and sent to the student's FCC email account. Students who completed the online application to FCC should have received an admissions letter. The student ID number and email account information is included in the letter. If a student applied but did not receive a letter, contact the Admissions Office (301-624-2716). Payment directions are below. Contact the Bursar's office with questions about payments (301-846-2456).

1. Go to www.frederick.edu
Click on myFCC



2. Click on **PeopleSoft** icon



Welcome to PeopleSoft Campus Solutions. This online system allows you to register for classes, view grades, unofficial academic transcripts, class schedules, update personal information and accept financial aid awards.

Payment for Fall will be due August 18th by 4:30pm

To Reset your Password go to <https://password.frederick.edu>

If you need assistance please call x3333 or visit G-122 if you need assistance.

Peoplesoft Login

Username

Password

(Students should use W+ 7-digit Student ID)

Login

[Forgot your Password?](#)

To request email assistance, [click here](#)

To Register for Continuing Education classes, [click here](#)

This is an example of the Student Center.
This shows the courses in which you are enrolled
and the tuition payment required.
Be sure the course(s) information is correct.

If the course information is NOT correct,
contact your high school counselor to update the
information.

The screenshot shows a web interface for 'Jane's Student Center'. It has several tabs: Academics, Finance, and Personal Information. The Academics tab is active, showing a list of courses and a 'This Week's Schedule' section. A red arrow points to the 'This Week's Schedule' section. The Finance tab shows an 'Account Summary' with a balance of \$196.08. The Personal Information tab shows contact details.

If all course information is correct, enter the payment information.

When paying through the student center, you must
pay the full amount.

If you need to request other payment
arrangements, contact FCC (301-846-2456).

The screenshot shows the 'Make a Payment' page, Step 1: Specify Payment Amount. It displays a table of charges for the 2015 Spring term. A red box highlights the 'Outstanding Charges' and 'Payment Amount' columns, both showing \$196.08. Below the table, it says 'Currency used is US Dollar.' and has 'CANCEL' and 'NEXT' buttons.

Description	Term	Outstanding Charges	Payment Amount
	2015 Spring	196.08	196.08

Complete the information required, confirm payment and submit.

The screenshot shows the 'Make a Payment' page, Step 2: Specify Payment Details. It contains a 'Credit Card Details' section with fields for First Name, Last Name, Credit Card Type, Card Number, Expiration Date, and Security Code. A red box highlights the 'Credit Card Details' section. Below this is a 'Billing Address' section with fields for Phone, Email Address, Country, and Address. At the bottom, there are 'CANCEL', 'PREVIOUS', and 'NEXT' buttons. A red box highlights the 'NEXT' button.

The screenshot shows the 'Make a Payment' page, Step 3: Confirm Payment. It displays a 'Payment Summary' section with fields for Payment Amount, Currency used, First Name, Last Name, Credit Card Type, Card Number, Card Expiration Month, Telephone, Email Address, Country, and Address. A red box highlights the 'Payment Summary' section. At the bottom, there are 'CANCEL', 'PREVIOUS', and 'SUBMIT' buttons. A red box highlights the 'SUBMIT' button.

Once you payment has been submitted, you will receive a confirmation email that is sent to your FCC student email account.

