

August 2, 2021

Dear Students and Parents/Guardians,

You are receiving this letter because you are enrolled in a Frederick Community College (FCC) course at Middletown High School **this coming semester**. There are some necessary items to review before the course begins.

1. **Application** -- Be sure you have applied to FCC. If you have not completed the application, you should go to www.frederick.edu in order to apply. After you apply, you will receive an acceptance letter in the mail. This letter has important information, including your FCC ID number and your FCC email address. Both will be used regularly during and outside of class.

2. **Schedule** – You will attend your FCC courses 2 days a week – Monday and Wednesday **OR** Tuesday and Thursday. Refer to your schedule to determine which days you are assigned. On your “off” days, you are not required to be at MHS during your FCC class time. Remember that on Fridays, teachers have office hours, so you should plan to work individually with your teachers on Fridays during your class time. See your teacher to schedule an appointment

***Important – FCC courses at MHS start on August 18th.**

FCC courses on FCC’s campus start on August 21st.

3. **Grading/Curriculum** – Teachers will provide a detailed syllabus that outlines the course, the objectives and the grading policy. Pay close attention to the teacher's syllabus.

4. **Paying for the course DUE 8/20/21** – A 3 credit FCC course costs \$166.41. See the attached “Directions for Paying Tuition Online” that explains how to pay for the FCC course. **Payments are due by AUGUST 20, 2021**. If payment is not received, the student will be removed from the course.

5. **Textbooks** – Textbooks will be provided by the teachers at Middletown High School.

6. **FERPA** – Family Educational Rights and Privacy Act stipulates that the privacy of student records is protected under federal law. If a student is enrolled in a post-secondary institution, the rights under FERPA are transferred to the student, no matter the student’s age. Students are responsible for communication with instructors; ***parent emails and phone calls will not be entertained due to FERPA laws.***

7. **Special Education and 504** – Students interested in applying for accommodations must go to FCC’s Students with Disabilities Office. FCC will determine service. MHS special educators are not able to provide services.

We hope that you are looking forward to your FCC course(s) at Middletown High School. Be sure to bring your FCC ID number and FCC email address with you on the first day of class. Also, be sure to check your FCC email prior to the start of classes. If you have questions, please contact your high school counselor.

Sincerely,

Brooke Hontz,

Dual Enrollment Dean of Students

Paula Langley,

Counselor for Dual Enrollment