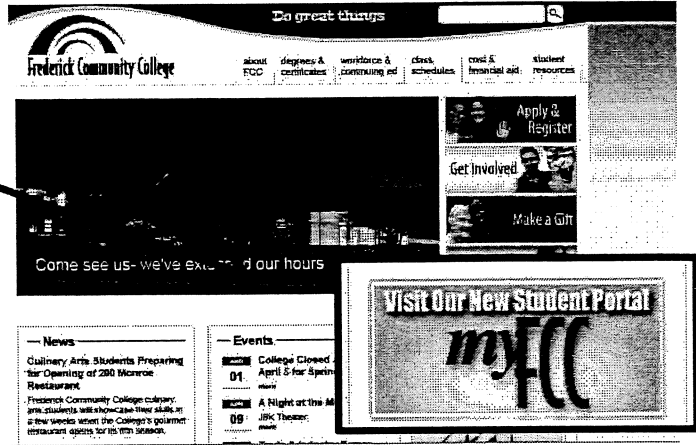


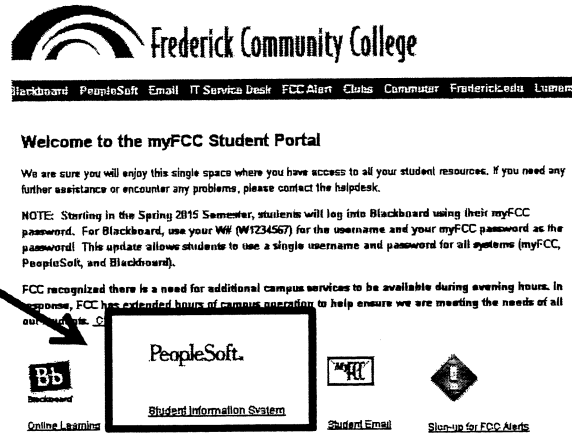
# High School based Dual Enrollment Directions for Paying Tuition Online

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](http://www.frederick.edu)  
Click on **Visit our Student Portal**



2. Click on **PeopleSoft** icon



3. Enter username (W + FCC student ID) & Password (First two letters of last name+ last 5 digits of the student ID)

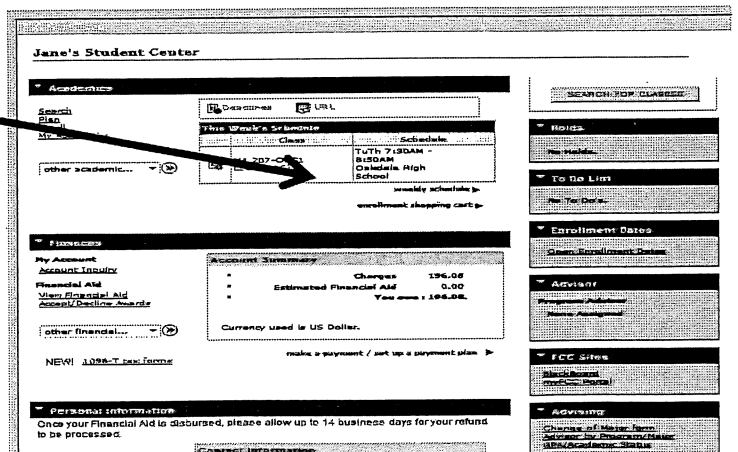
Peoplesoft Login

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

Password

4. 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.



5. 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).

Jane Doe go to ...

Account Inquiry | Electronic Payments/Purchases | Account Services

**Make a Payment** 1 2 3 4

**1. Specify Payment Amount**

Listed below are the charges you are allowed to pay online. Your other charges can be paid through the Cashiers office or mailed in separately.

What I Owe		Outstanding Charges	Payment Amount
Description	Term		
	2015 Spring	196.08	196.08

Currency used is US Dollar.

CANCEL | NEXT

6. Complete the information required, confirm payment and submit.

Jane Doe go to ...

Account Inquiry | Electronic Payments/Purchases | Account Services

**Make a Payment** 1 2 3 4

**2. Specify Payment Details**

You may specify your payment amount after providing your account information.

**Credit Card Details**

Enter the information requested exactly as it appears on your credit card.

First Name: John  
 Last Name: Doe  
 Credit Card Type: Visa  
 Card Number: 51111111111111111111  
 Expiration Date: 01 / 2016  
 Security Code: 123 [What is a Security Code?](#)

The billing address you specify must match your credit card company's records.

Phone: 123-111-1111  
 Email Address: Example@example.com  
 Country: United States [Edit Address](#)  
 Address: 123 Main St  
 Frederick, MD 21702  
 Frederick

CANCEL | PREVIOUS | NEXT

Jane Doe go to ...

Account Inquiry | Electronic Payments/Purchases | Account Services

**Make a Payment** 1 2 3 4

**3. Confirm Payment**

If the information below is accurate, click the Submit button.

**Payment Summary**

Payment Amount: 196.08 [Change payment amount](#)  
 Currency used is US Dollar.

First Name: John  
 Last Name: Doe [Change payment details](#)  
 Credit Card Type: Visa  
 Card Number: XXXXXXXXXXXX1111  
 Card Expiration Month: 01 / 2016  
 Telephone: 123/111-1111  
 Email Address: Example@example.com  
 Country: United States  
 Address: 123 Main St  
 Frederick, MD 21702  
 Frederick

CANCEL | PREVIOUS | SUBMIT

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

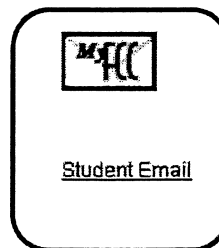
FCC recognized there is a need for additional campus services to be available during evening hours. In response, FCC has extended hours of campus operation to help ensure we are meeting the needs of all our students. [Check out our new extended hours!](#)



[Online Learning](#)



[Student Information System](#)



[Student Email](#)



[Sign-up for FCC Alerts](#)