

High School Based Dual Enrollment: Registration and Payment Timeline

FALL PROCESS DEADLINES:*

June 1	FCC will provide FCPS with fall tuition rates
Before the end of school year	Students are to be reminded to apply to FCC if taking a Dual Enrollment HS Based course Send preliminary list of Fall enrollment to FCC Dual Enrollment Specialist (amcclain@frederick.edu) Chart of all courses offered sent to Dual Enrollment Office at FCC (eduffy@frederick.edu)
July 15	Dean of Students emails class rosters including: students to be enrolled, course number, days of week, time, and instructor's name to FCC Dual Enrollment Specialist (amcclain@frederick.edu)
	FCC Dual Enrollment Specialist notifies Dean of Students of students who have been registered Dean of Students mails letter to the parents of Dual Enrollment HS Based students confirming course enrollment and providing directions for on-line tuition payment once notified by
August 15	Updated rosters are sent to FCC Dual Enrollment Specialist (amcclain@frederick.edu)
2 school days prior to the start of class	FCC provides list of students to FCPS Dean of Students showing payment status Dean of Students provides FCC Dual Enrollment Specialist with current class rosters
September 1	Payment Deadline
1st day of class	Dean of Students informs students of non-payment that they will be dropped on Friday unless proof of payment is provided by the student Teacher reminds students that if non-payment they will be dropped from the course on Friday unless proof of payment is provided by the student
Monday following the first week of class	FCC will send non-payment report/drop list to Dean of Students. Dean of Students will check and confirm the drop list via email (inform FCC Dual Enrollment Specialist (amcclain@frederick.edu) including any extenuating circumstances or errors) Dean of Students facilitates schedule changes for dropped students
Wednesday following the first week of class	Dean Of Students sends class roster to FCC Dual Enrollment Specialist for final review

SPRING PROCESS DEADLINES*:

November 1	<p>Dean of Students meets with all spring Dual Enrollment students. New students are to be reminded to apply to FCC if taking a Spring Dual Enrollment HS course. Send preliminary list of Spring enrollment to FCC Dual Enrollment Specialist (amcclain@frederick.edu)</p>
December 4	<p>Dean of Students emails class section rosters including:</p> <ul style="list-style-type: none"> • students to be enrolled • course number • days of week • time • instructor's name <p>to FCC Dual Enrollment Specialist (amcclain@frederick.edu)</p>
	<p>FCC Dual Enrollment Specialist notifies Dean of Students of students who have been registered</p> <p>Dean of Students mails letter to the parents of Dual Enrollment HS Based students confirming course enrollment and providing directions for on-line tuition payment once notified by</p>
January 15	<p>Dean of Students responsible for reporting final roster to FCC Dual Enrollment Specialist (amcclain@frederick.edu) Dean of Students sends FOF to remind students/parents to make payment</p>
January 26	Payment due date
2 school days prior to the start of class	<p>FCC provides list of students to FCPS Dean of Students showing payment status Dean of Students provides FCC Dual Enrollment Specialist with current class rosters</p>
1st day of class	<p>Dean of Students informs students of non-payment that they will be dropped on Friday unless proof of payment is provided by the student Teacher reminds students that if non-payment they will be dropped from the course on Friday unless proof of payment is provided by the student</p>
Monday following the first week of class	<p>FCC will send non-payment report/drop list to Dean of Students. Dean of Student will check and confirm the drop list via email (inform FCC inform FCC Dual Enrollment Specialist (amcclain@frederick.edu) including any extenuating circumstances or errors) Dean of Students facilitates schedule changes for dropped students</p>
Wednesday following the first week of class	<p>Dean Of Students sends class roster to FCC Dual Enrollment Specialist for final review</p>

* In the event of snow closures, the deadline day becomes the next business day