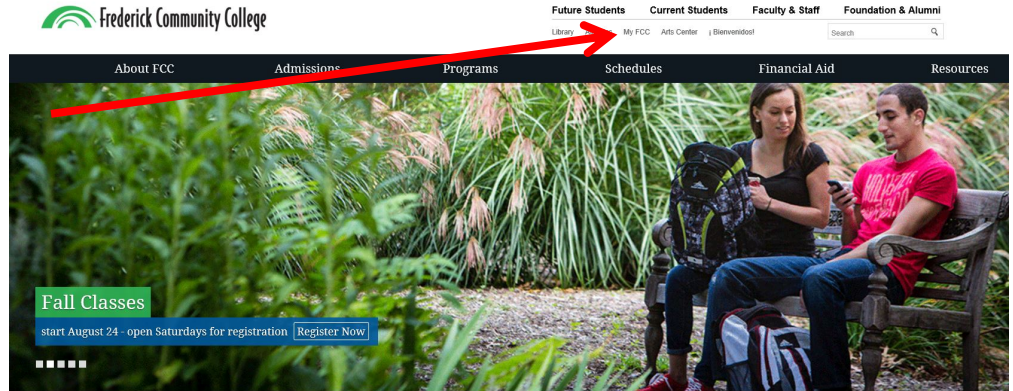


High School based Dual Enrollment Directions for Paying Tuition Online

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



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

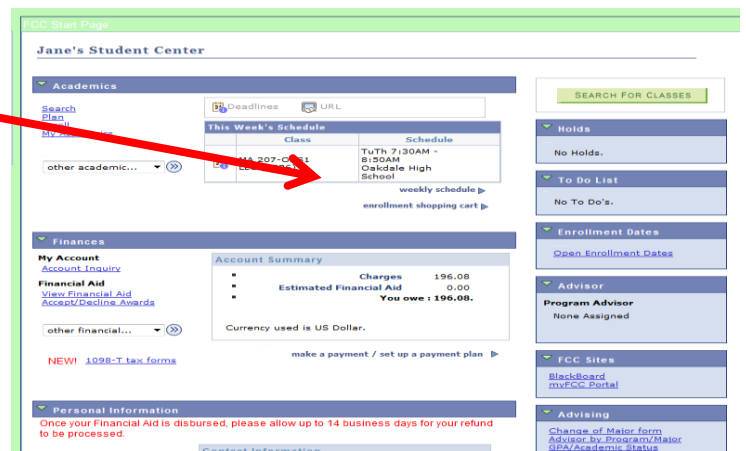
Peoplesoft Login

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).

Description	Term	Outstanding Charges	Payment Amount
	2015 Spring	196.08	196.08

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

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: XXXXXXXXXXXXXXXXXXXX
Expiration Date: 01 / 2016
Security Code: 123

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
Address: 123 Main St, Frederick, MD 21702

3. Confirm Payment

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

Payment Summary
Payment Amount: 196.08
Currency used is US Dollar

Payment Details
First Name: John
Last Name: Doe
Credit Card Type: Visa
Card Number: XXXXXXXXXXXXXXXXXXXX
Card Expiration Month: 01 / 2016
Telephone: 123/111-1111
Email Address: Example@example.com
Country: United States
Address: 123 Main St, Frederick, MD 21702

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

