Frederick Community College

Continuing Education / Customized Training Noncredit Registration Form

Office Use Only

Registration Initial _____ Date _____

Finance Initial _____ Amount Paid _____ Date _____

Please Print

Last Name	First Name	M.I.

Social Security Number

Student I.D.

Current Home Address MD resident past 3 months ☐Yes ☐ No

Street P.O. Box Apt#

City County State Zip

e-mail

Gender
☐ Male
☐ Female

Home Phone

Fax

Work Phone

Cell

Birthdate
mo. day yr.

Ethnic Group (optional)
☐Hispanic ☐ African American ☐Native American
☐Caucasian ☐ Asian ☐N/A

Course Information

Course #	Class #	Title	Days	Time	Start Date	Tuition	Fees	Total

Work Address (optional)

Employer's Name

Street

City County State Zip

Contract Number

Out of County Residents Add $5.00	
Out of State Residents Add $10.00	
Total Due	

Signature Required to Process

I certify that the information provided on this form is correct.

Student signature Date

Registration cannot be processed without student signature!!!

☐ Cash ☐ Check #_____ ☐ P.O. #_____

☐ Visa ☐ MC ☐ Dis Exp. Date_____

Credit card #

Cardholder Signature Date

Cardholder's Name (please print)

Street Apt#

City County State Zip

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

V Code: ☐☐☐

Note: Your V Code is the last 3 digits past your credit card number located on the back of your card.

Mail: Fill out form completely (SS# and birthdate are required for processing). Sign and date completed form. Payment or purchase order must accompany form. Add $5 per course for out-of-county residents, $10 per course for out-of-state residents. Make checks payable to: Frederick Community College. Mail to FCC, Attn: Cashier, 7932 Opossumtown Pike, Frederick, MD 21702.

Fax: Fax completed form to: FCC, Attn: Registration, 301.624.2799. Credit card information must be filled out and signed by cardholder - or purchase order must accompany fax.

On campus: You may register in person at the Welcome & Registration Center in Administration Hall. Registration hours: 8:30-7:00pm Monday-Thursday and 8:30-4:30pm Friday. (Friday hours may change; call 301.846.2430)
Payment is due upon registration, by cash, check, credit card or third party purchase order.

Interpreting Services: Students requiring interpreting services must contact the counseling office 301.846.2471 or 301.846.2625 (TDD) two weeks prior to class start date.

REGISTRATIONS SHOULD BE RECEIVED 2 WEEKS PRIOR TO CLASS START DATE.
CONFIRMATION is mailed within 3 business days of receipt of mailed or faxed registrations. If you have not received confirmation within 5 days of submission date, you may call the finance office 301.846.2456 to confirm registration. Every effort will be made to contact students by phone if a course is full or has been cancelled.
NONCREDIT COURSE AND REGISTRATION INFORMATION - CALL 301.846.2419