

SERVICES PHONE LIST

Service Area	Location	Number
Admissions	Jefferson Hall	301.624.2716
Admissions & Academic Policy Appeals (AAPC)	Registration & Records, Jefferson Hall	301.846.2653
Adult Education/ESL/GED	Conference Center, E-102	240.629.7962
Advisors	Career & Academic Planning Services, Jefferson Hall, 2 nd Floor	301.846.2471
Allied Health Academy	Adult Services, Annapolis Hall, A-103	301.846.2483
Alumni Association	Institutional Advancement Office, Annapolis Hall, A-202	301.846.2438
Anne-Lynn Gross Breast Cancer Resource Center	Adult Services, Annapolis Hall, A-103	301.846.2483
Application for Admission	Jefferson Hall	301.624.2716
ARTSYS	College & Career Readiness Center, Jefferson Hall, 2 nd Floor	301.846.2471
Athletics	Athletics Center, D-115	301.846.2500
Bess & Frank Gladhill Learning Commons	Linganore Hall, 2 nd Floor	301.846.2444
Books	Bookstore, Student Center, H-117	301.846.2463
Box Office (JBK Theater)	Visual & Performing Arts Center, Theater Lobby	301.846.2514
Bus Schedule (Frederick City)	Adult Services, Annapolis Hall, 1 st Floor	301.846.2483
Career and Academic Planning Services	Career and Academic Planning Services, Jefferson Hall, J-201	301.846.2471
Career Communities		
Biological and Physical Sciences	Catoctin Hall, C-118	301.846.2510
Business, Hospitality, and Culinary		
• Accounting, Business, Computer Science, Economics	Catoctin Hall, C-220	301.846.2505
• Hospitality, Culinary & Tourism Institute	Monroe Center, 200 Monroe Avenue	301.846.2404
English, Communication, and Languages	Student Center, H-243	301.846.2600
Health Professions	Linganore Hall, L-101A	301.846.2605
Legal and Public Safety	Annapolis Hall, A-106	240.629.7930

Social Science and Education	Student Center, H-242	301.846.2507
Technology, Trades, Engineering, and Math		
• Construction & Applied Technologies Institute	Monroe Center, 200 Monroe Avenue	240.629.7902
• Engineering, Mathematics	Braddock Hall, B-228	301.846.2530
Visual & Performing Arts	Visual & Performing Arts Center, F-143	301.846.2512
Career Planning and Employment Services	Career & Academic Planning Services, Jefferson Hall, 2 nd Floor	301.846.2594
Cashier (Student Accounts)	Enrollment Center, Jefferson Hall, 1 st Floor, J-112	301.846.2456
Center for Student Engagement	Student Center, H-101	301.624.2793
Center for Teaching & Learning	Gladhill Learning Commons, Linganore Hall, L-226	301.846.2521
Chief of Operations	Annapolis Hall, A-204C	301.846.2674
Children's Center	Children's Center, building M on the campus map	301.846.2612
CLEP Tests	Testing Center, Linganore Hall, L-204	301.846.2522
Co-curricular Events	Center for Student Engagement, Student Center, H-101	301.846.2489
College Catalogs (Other Colleges)	College & Career Readiness Center, Jefferson Hall, 2 nd Floor	301.846.2594
Complaint (Course Grade)	Varies based on instructor location	
Complaint (Non-Grade)	Vice President for Student Experience Suite, Jefferson Hall, 3 rd Floor, J-307	301.846.2469
Continuing Education & Workforce Development Programs		
Adult Education/ESL/GED	Conference Center, E-102	240.629.7962
Business Solutions & Strategic Initiatives	Monroe Center, 200 Monroe Avenue	240.629.7982
Career & Technical Training & Technology	Monroe Center, 200 Monroe Avenue	301.624.2756
Construction & Applied Technologies Institute (CATI)	Monroe Center, 200 Monroe Avenue	240.629.7902

2 Services Phone List

Healthcare Careers	Monroe Center, 200 Monroe Avenue	240.629.7907	Information Technology Help Desk	Gambrill Hall, G-122	301.846.2509
Hospitality, Culinary & Tourism Institute	Monroe Center, 200 Monroe Avenue	240.629.7912	Institutional Advancement	Annapolis Hall, A-202	301.846.2438
Institute for Learning in Retirement	Conference Center	301.624.2732	International Education	Gladhill Learning Commons, Linganore Hall, L-226	301.846.2521
Lifelong Learning	Conference Center	301.624.2727	International Student Application	Jefferson Hall	301.846.2434
Motorcycle Programs	Conference Center	301.624.2727	Internships	Internship Education Office, Conference Center, E-110	301.624.2724
Youth & Community Education	Conference Center	301.846.2661	Jack B. Kussmaul Theater	Visual & Performing Arts Center Lobby	301.846.2493
CEWD Registration Office	Enrollment Center, Jefferson Hall, 1 st Floor	301.624.2888	Job Search Assistance	Career & Academic Planning Services, Jefferson Hall, 2 nd Floor	301.846.2594
Copiers	Gladhill Learning Commons, Linganore Hall, 2 nd Floor		Learning Center: Macintosh Computers	Visual & Performing Arts Center, F-107	301.624.2873
Credit Conversion Program and Transcripts (FEMA)		301.624.2854	Learning Center: Tutoring and Writing Center	Gladhill Learning Commons, Linganore Hall, L-226	301.846.2619
Deferred Tuition Payment Plan	Student Accounts within the Enrollment Center, Jefferson Hall, 1 st Floor, J-112	301.846.2456	Learning Center: STEM	Braddock Hall, B-212	240.629.2846
Dining Services	Student Center, H-115G	301.624.2738	Library Services	Gladhill Learning Commons, Linganore Hall, 2 nd Floor	301.846.2444
Disability Access Services	Disability Access Services Office, Annapolis Hall, A-105	301.846.2408	Lost and Found	Security Office, Student Center, H-116	301.846.2601
Diversity, Equity, and Inclusion	Annapolis Hall, A-107F	301.624.2711	Macintosh Computer Lab	Visual & Performing Arts Center, F-107	301.624.2873
Dream Act	Enrollment Center, Jefferson Hall, 1 st Floor	301.846.2431	Mary Condon Hodgson Art Gallery	Visual & Performing Arts Center Lobby	301.846.2513
Dual Enrollment	Linganore Hall, L-103	301.624.2893	Mid-Atlantic Center for Emergency Management and Public Safety	Annapolis Hall, A-106	301.624.2854
Emergency (College Closing)		301.846.2400	Online Learning and Instructional Innovation	Center for Teaching & Learning, Linganore Hall, L-204	301.846.2401
English as a Second Language Courses	Conference Center, E-102	240.629.7962	Parking Permits	Welcome Desk, Jefferson Hall, 1 st Floor	301.846.2431
Faculty Professional Development	Center for Teaching & Learning, Gladhill Learning Commons, Linganore Hall, L-226	301.846.2521	Parking/Traffic Information	Security Office, Student Center, H-116	301.846.2453
FCC Foundation	Annapolis Hall, A-200A	301.846.2438	Phi Theta Kappa	Student Center, H-101	301.846.2489
Financial Aid Information	Financial Services Center, Jefferson Hall, 3 rd Floor	301.846.2620	Placement Testing	Testing Center, Linganore Hall, L-204	301.846.2522
General Information	Welcome Desk, Jefferson Hall, 1 st Floor	301.846.2400	President of the College	President's Suite, Annapolis Hall, A-200	301.846.2442
Graduation Applications: Associates, Certificates, & LORs	Registration & Records, Jefferson Hall	301.846.2431	Prior Learning Assessment	Braddock Hall, B220	301.846.2587
Honors College	Student Center, H-245	301.846.2535	Project Forward Step	Student Success Programs, Annapolis Hall, A-103	301.846.2483
Honors Lounge	Student Center, H-247	240.629.7831	Provost and Vice President for Teaching, Learning and Student Success	Academic Affairs, Annapolis Hall, A-102	301.846.2491
Honors Student Association	Student Center, H-245	240.629.7831			
Human Resources	Gambrill Hall, G-223	240.629.7854			
ID Cards for Students	Welcome Desk, Jefferson Hall, 1 st Floor	301.846.2431			

Refunds	Student Accounts within the Enrollment Center, Jefferson Hall, 1 st Floor, J-112	301.846.2456
Registration	Registration & Records, Jefferson Hall, 1 st Floor	301.846.2431
Residency Classification	Registration & Records, Jefferson Hall, 1 st Floor	301.846.2431
Scholarship Information	FCC Foundation Office, Annapolis Hall, A-200A	301.846.2620
Security	Security Office, Student Center, H-116	301.846.2453
Service Learning	Student Center, H-101	301.624.2793
Sign Language Interpreters	Interpreting Services, Annapolis Hall, A-105	301.846.2476
STEM Learning Center	Braddock Hall, B-212	240.629.2846
Student Accounts (Cashier)	Jefferson Hall, J-112	301.846.2456
Student Activities	Center for Student Engagement, Student Center, H-101C	301.846.2488
Student Employment (on campus PTVS and Auxilliary)	Human Resources, Gambrill Hall	240.629.7854
Student Engagement	Center for Student Engagement, Student Center, H-101	301.624.2793
Student Government	Center for Student Engagement, Student Center, H-239	301.846.2650
Student Loans	Financial Services Center, Jefferson Hall, 3 rd Floor	301.846.2620
Student Publications: College Newspaper (FCC Commuter)	Newspaper Advisor, Student Center, H-106C	301.846.2640
Student Publications: Literary Magazine (Tuscarora Review)	English Department, Student Center, H-243	301.846.2600
Student Success Programs	Annapolis Hall, A-103	301.846.2483
Student Tech Services	Gambrill Hall, G-118	301.846.2509
Studio Black Box Theater	Visual & Performing Arts Center, F-142	301.846.2515
Study Skills Workshops	Gladhill Learning Commons, Linganore Hall, L-226	301.846.2619
Testing Services	Testing Center, Linganore Hall, L-204	301.846.2522
Title IX	Student Center, H-100	301.846.2469
Transcripts Services (outgoing)	Registration & Records, Jefferson Hall	301.846.2653
Transfer Planning Services	Career & Academic Planning Services, Jefferson Hall, 2 nd Floor	301.846.2471
Transfer Evaluations	Registration & Records, Jefferson Hall	301.846.2595

Tuition Payments	Student Accounts within the Enrollment Center, Jefferson Hall, 1 st Floor, J-112	301.846.2456
Tuition Refund Committee	Registration & Records, Jefferson Hall	301.846.2431
Tutoring and Writing Center	Gladhill Learning Commons, Linganore Hall, L-226	301.846.2619
Veteran and Military Services	Veteran and Military Student Center, Annapolis Hall, A-109	301.624.2836
Vice President of Finance and Human Resources	Gambrill Hall, G-230	301.846.2458
Vice President for Student Experience	Vice President Student Experience Suite, Student Center, 1st Floor, H100C	301.846.2469
Work Study Information	Financial Services Center, Jefferson Hall, 3 rd Floor	301.846.2620
Welcome & Information Center	Jefferson Hall	301.624.2772
Welcome & Information Center	Student Center	301.624.2710