

Winter Break FAQs

I want to make sure my credits are processed prior to Winter Break. When should I submit my Credit Conversion Request Form?

Because we rely on USPS to receive FEMA EMI transcripts, we **highly** recommend submitting your request form by Monday, December 9 if you wish to have the credits processed prior to Winter Break.

Please remember that awarding college credits also requires that you complete the correct courses **and** request an official EMI and/or CDP transcript be sent to Frederick Community College. If courses are missing and/or you do not request a transcript, there is no guarantee that your college credits will be awarded prior to Winter Break.

I submitted my Credit Conversion Request Form during Winter Break. When will it be processed?

We will reopen at 8:30am on January 2, 2025. Our complete focus will be on processing the Credit Conversion Request Forms that were submitted while the College was closed for Winter Break.

Request Forms will be processed in the order that we received them. To ensure that your credit conversion request is processed in a timely manner, please:

1. Make sure that you completed the correct courses by referring to the [FCC Course List](#)
2. Make sure that you requested an EMI and/or CDP **official** transcript be sent to Frederick Community College:
 - a. [EMI Transcript Request Form](#)
 - b. [CDP Transcript Request Form](#)

I have a strict deadline. Can I expedite my order?

We do not offer expedited services at this time. If you will need your credits on or after December 20, 2024, we recommend submitting your Credit Conversion Request Form no later than Monday, December 9.

Request Forms will be processed in the order that we receive them. To ensure that your credit conversion request is processed in a timely manner, please:

1. Make sure that you completed the correct courses by referring to the [FCC Course List](#)
2. Make sure that you requested an EMI and/or CDP **official** transcript be sent to Frederick Community College:
 - a. [EMI Transcript Request Form](#)
 - b. [CDP Transcript Request Form](#)

What semester will my Credit Conversion Request Form be processed?

The college credits will be posted to the semester in which your Credit Conversion Request Form was received **if you have completed the required course components within that date.**

If you are missing one or more course components and complete them after January 3, 2025, the college credit will be posted to the Spring 2025 semester.

I called but no one is answering. Is anyone there?

We are here and diligently working on processing Credit Conversion Request Forms. We want to maximize our efficiency and help you meet your deadlines! We understand that you are eager to earn your college credits. Please review these FAQs and our [Credit Conversion webpage](#). If you still do not see an answer to your question, please e-mail your specific question(s) to CreditConversion@frederick.edu. We are monitoring voicemails and e-mails throughout the day.

When will my transcript request be processed?

Please do not submit a transcript request until you have received an e-mail confirming that your college credit request has been processed. If you order a transcript prior to that e-mail, there is a chance that a blank transcript will be sent to the recipient.

We will be releasing Parchment holds when we reopen on January 2, 2025. To ensure your transcript is released in a timely manner, please help us by:

1. Ensuring you enter the correct DOB
2. Utilizing the same e-mail address and/or telephone number that you submitted with your Credit Conversion Request Form

All transcript requests received prior to Winter Break will be processed as long as we are able to validate your identity.

I submitted a transcript request through Parchment and received an error message about “not being able to verify my account.” What did I do wrong?

No need to worry. Parchment automatically places all transcript requests on hold and requires us to manually verify your identity. If there are issues with your Parchment account, one of our team members will reach out to you directly and request that you contact us.

Please be patient as we will verify your account and request when the college reopens on Thursday, January 2, 2025.