

# Coastal Carolina Community College Emergency Management Fall 2017 Registration Guide

Fall 2017 Registration information for Current, Re-Admit and New Students in the Emergency Management Program at Coastal Carolina Community College.



## REGISTRATION INFORMATION LINKS

[Available Courses / Book List](#)

[Important Dates / Student Classifications](#)

[Current Student Registration Information](#)

[Re-Admit Student Registration Information](#)

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[College Contacts](#)

## FALL 2017 AVAILABLE COURSES

The following Emergency Management Curriculum courses are being offered during the Fall 2017 semester. Course descriptions can be found in the [2017-2018 College Catalog](#). Specific online course requirements can be accessed [here](#). For complete information on the EPT Curriculum, please visit the [program website](#).

### EMERGENCY MANAGEMENT COURSES

### CREDIT HOURS

• EPT 130	Mitigation & Preparedness	3
• EPT 140	Emergency Management	3
• EPT 220	Terrorism and Emergency Management	3
• EPT 275	Emergency Ops Center Management	3
• FIP 120	Introduction to Fire Protection	3
• FIP 124	Fire Prevention and Public Education	3
• FIP 132	Building Construction	3 (8 Week Course, 1 <sup>st</sup> half)
• FIP 136	Inspections and Codes	3 (8 Week Course, 1 <sup>st</sup> half)
• FIP 164	OSHA Standards	3 (8 week course, 2 <sup>nd</sup> half)
• FIP 228	Local Government Finance	3

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### RELATED COURSES AVAILABLE ONLINE

### CREDIT HOURS

• ART 111	Art Appreciation*	3
• CIS 110	Introduction to Computers	3
• ENG 111	Expository Writing*	3
• ENG 112	Writing/Research in the Disciplines*	3
○	This course is for students who are new to the program and is an option for current students.	
• ENG 114	Professional Research and Reporting *	3
○	This course is for students who were admitted to the program before the 2014-2015 catalog change.	
• MAT 143	Quantitative Literacy*	3
• MUS 110	Music Appreciation*	3
• POL 130	State and Local Government*	3

*Courses with an (\*) require appropriate placement test scores or college level English or Math. If you have not taken the Asset or Compass placement test, or if you have not had college English and/or Math, you will not be able to register for those courses.*

*ALSO BE ADVISED: Some courses do require proctored testing.*

## **FALL 2017 EMERGENCY MANAGEMENT COURSE BOOK LIST**

Contact the College Bookstore at (910) 938-6295 or order online by visiting <http://www.coastalcarolina.edu/bookstore/>

### **EPT 130- Mitigation & Preparedness**

Hazard Mitigation and Preparedness, An  
Introductory Text for Emergency Management  
and Planning Professionals, 2<sup>nd</sup> Edition  
Anna K. Schwab; Sandler; Brower  
CRC Press, 2016  
ISBN: 978-1-4665-9556-9

### **EPT 140- Emergency Management**

Introduction to Emergency Management, 2<sup>nd</sup>  
Edition  
Brenda Phillips; Neal; Webb  
CRC Press, 2016  
ISBN: 978-1-4822-4506-6

### **EPT 220- Terrorism and Emergency Management**

Terrorism and WMD's: Awareness and Response,  
2<sup>nd</sup> Edition  
John Pichtel  
CRC Press, 2016  
ISBN: 978-1-4987-3898-9

### **EPT 275- Emergency Ops Center Management**

Principles of Emergency Management and  
Emergency Operations Centers  
Michael J. Fagel  
CRC Press, 2010  
ISBN: 978-1-4398-3851-8

### **FIP 120- Introduction to Fire Protection**

Introduction to Fire Protection, 5<sup>th</sup> Edition  
Robert Klinoff  
Jones & Bartlett  
ISBN: 978-1-284-03298-7

### **FIP 124- Fire Prevention and Public Education**

Fire & Life Safety Educator, 2<sup>nd</sup> Edition  
Marsha P. Giesler  
Jones & Bartlett Learning  
ISBN: 978-1-2840-4197-2

### **FIP 132- Building Construction**

Brannigan's Building Construction for the Fire  
Service, 5<sup>th</sup> Edition  
Francis L. Brannigan  
Jones and Bartlett Publishers  
ISBN: 978-1-4496-8894-3

### **FIP 136- Inspections and Codes**

Fire Inspection and Code Enforcement, 8<sup>th</sup> Edition  
IFSTA  
ISBN: 978-0-87939-605-3

### **FIP 164- OSHA Standards**

Occupational Safety and Health in the Emergency  
Services, 4th Edition  
James S. Angle  
Jones & Bartlett  
ISBN: 978-1-284-03591-9

### **FIP 228- Local Government Finance**

**No text necessary- Instructor will provide  
materials.**

**For related curriculum courses, please visit the  
bookstore site linked above for details.**

## IMPORTANT DATES FOR EPT STUDENTS

If you register during this time:	Pay tuition by:	Or you will be dis-enrolled for Non-Payment:
APRIL 3 - JULY 17	JULY 17	JULY 18
JULY 18-AUG 1	AUGUST 2	AUGUST 3
AUG 2 - AUG 10	AUGUST 15	AUGUST 16

**NOTICE**  
***TUITION AND FEES ARE DUE WHEN YOU REGISTER!***

Last day to drop Fall 2017 courses with a 100% refund (WebAdvisor)	August 15, 2017
Last day to drop Fall 2017 first 8-week courses with a 75% refund	August 18, 2017
Last day to drop Fall 2017 16-week courses with a 75% refund	August 25, 2017

## FALL 2017 SEMESTER ACADEMIC CALENDAR

August 16	Wednesday	First Day of Fall Semester
September 4	Monday	Labor Day Holiday
October 9	Monday	Fall Break
October 13	Friday	First Eight-Week Session Ends
October 16	Monday	Second Eight-Week Session Begins
November 10	Friday	Veteran's Day Holiday
November 22-24	Wednesday-Friday	Thanksgiving Break/Holidays
December 15	Friday	Last Day of Fall Semester
December 18-19	Monday-Tuesday	Weather Days (if needed)

## STUDENT CLASSIFICATIONS

### Current Student:

Any student who attended courses during the Spring 2017 semester is considered a "Current Student". Current students may access their registration information [here](#).

### Re-Admit Student:

Any student who previously attended courses at Coastal Carolina Community College but did NOT attend during the Spring 2017 semester. Re-Admit students may access their registration information [here](#).

### New Student:

Any student who has not previously attended courses at Coastal Carolina Community College. New students may access their registration information [here](#).

## **FALL 2017 REGISTRATION INFORMATION FOR CURRENT STUDENTS**

The Fall 2017 semester begins on Wednesday, August 16, 2017. All online courses will be made available to students on [Blackboard](#) by 12:00 pm on that day. If you do not see your courses available on Blackboard after 12:00 pm, please contact the Help Desk at 910-938-6123.

### **REGISTRATION PROCESS**

Current students register online using their WebAdvisor, this is accessed through [MyCCCC](#). Registration instructions can be found [here](#). Online registration for current students starts June 19.

### **TUITION PAYMENT**

You may access WebAdvisor beginning June 19 to view your schedule and the cost of your tuition. Students may also pay their tuition online through WebAdvisor or by calling the Business Office at (910) 938-6217, 6342, or 6215. Instructions [for paying tuition online](#) have been included in this packet.

**To avoid being dis-enrolled, tuition payment must be made by the [dates listed here](#).**

If you have any questions or concerns about the registration process or would like assistance planning your Fall 2017 schedule, please feel free to contact us.

Ed Duffield  
EPT Department Head  
(910) 938-6200  
[duffielde@coastalcarolina.edu](mailto:duffielde@coastalcarolina.edu)

Maritza Hurtado  
Academic Counselor  
(910) 938-6249  
[hurtadom@coastalcarolina.edu](mailto:hurtadom@coastalcarolina.edu)

## **FALL 2017 REGISTRATION INFORMATION** **FOR NEW AND RE-ADMIT STUDENTS**

**The Fall 2017 semester begins on Wednesday, August 16, 2017.** All online courses will be made available to students on [Blackboard](#) by 12:00 pm on that day. If you do not see your courses available on Blackboard after 12:00 pm, please contact the Help Desk at 910-938-6123.

### **ADMISSIONS PROCESS**

Students (including re-admit students) must complete an [application for admission](#) prior to being able to register for Fall 2017 courses. Students are also responsible for submitting any transcripts or placement test scores as described on the Admission Checksheet. Students should use the [Admissions Checksheet](#) to guide them through the admission (or readmission) process.

### **REGISTRATION PROCESS**

**Registration for re-admit students who have submitted their application will begin on June 19, 2017.**

**Registration for enrolled new students will begin on June 19, 2017.**

To register for Fall 2017 classes students should:

- Review the courses available for Fall 2017, along with course descriptions and pre-requisite information in the [College Catalog](#). Students are also encouraged to contact EPT faculty for assistance with setting up their schedule. Guidance in course selection will improve your experience at Coastal.
- When you have decided on the courses you would like to register for, please complete the [registration card](#) found in this document. You should also view the [Online Course Guidelines](#) and sign the statement at the bottom of the registration card indicating that you understand those guidelines.
- Fax the completed registration card to 910-455-8362. *(Phone and email requests for registration will not be accepted.)* Students should include full name and email address on all information sent by fax.

You will receive a confirmation email within 48 hours to confirm that your fax was received. If after 48 hours you have not received an email confirming receipt of your fax, please contact us.

### **FALL SCHEDULE/TUITION PAYMENT**

Once you have been registered for courses by our Academic Counselor, your Fall 2017 schedule will be mailed to you. The information you receive will also include the cost of your tuition, details on paying for your courses, as well as instructions for logging into Blackboard and WebAdvisor.

**If you have questions or need help, contact:**

Ed Duffield  
EPT Department Head  
(910) 938-6200  
[duffielde@coastalcarolina.edu](mailto:duffielde@coastalcarolina.edu)

Maritza Hurtado  
Academic Counselor  
(910) 938-6249  
[hurtadom@coastalcarolina.edu](mailto:hurtadom@coastalcarolina.edu)

# ONLINE REGISTRATION INSTRUCTIONS (FOR CURRENT STUDENTS ONLY)

## How do I register for classes?

Prior to the opening of registration, you will receive information regarding the time that registration will be available to you. On the registration date listed, you should:

- Log-in to [MyCCCC](#)
- When you have logged in, select “WebAdvisor” from the top horizontal menu items.
- When the WebAdvisor screen loads, choose “Students” and then select “Register for Sections”, then “Search and Register for Sections”.
- Select a Term from the drop-down box. Using the drop-down menu arrows, locate the “Subjects” that you would like to register for. (You may search for a specific course by entering the “Course Number” or you may leave the field blank and have all courses of a given subject displayed.)
- When you have made your selections, select “Submit”. A course listing will display based on the selections you outlined. Place a check mark next to the classes you would like to register for and click on “Submit”.
- You will be taken to the “Register and Drop Sections” screen. If you have selected all the classes you wish to register for, continue to the next step.
- If you wish to select additional classes, select “Search and Register for Sections” from the menu on the left side of the screen, and repeat the steps above.

IF YOU HAVE SELECTED ALL CLASSES AND WOULD LIKE TO PROCESS YOUR REGISTRATION:

- From the “Register and Drop Sections” screen, select “Register” from the drop-down menu box next to each class. Click on “Submit” at the bottom of the screen. The page will return any errors or confirm you are registered for the course.
  - If you receive an error message, it must be resolved before your registration can be processed. Please contact us if you receive an error message and require assistance.
  - If your registration is successful, you should receive a confirmation page. A confirmation email will also be sent to your [@my.coastalcarolina.edu](mailto:@my.coastalcarolina.edu) email account, confirming that you have successfully registered.

## PAY YOUR TUITION USING WEBADVISOR

Log into [MyCCCC](#)

- Click on the “**WebAdvisor**” link
- Select “**Make a Payment**” from the menu on the left.
- Enter the Payment amount, select the Payment Type, and click on “**Submit.**” **You MUST pay in full.** You cannot make partial payments online.
- Enter your Credit Card information and click on Submit. You will receive a confirmation screen if your payment was approved.
- You will receive a confirmation email from [busoffice@coastalcarolina.edu](mailto:busoffice@coastalcarolina.edu).

Payments may take up to two (2) days to post to your bank/Credit Card account. If you have any questions, please contact the Accounting Office at (910) 938-6342 or (910) 938-6786 between the hours of 7:30 am – 6:00 pm.

**To avoid being dis-enrolled, tuition payment must be made by the [dates listed here](#).**

## **FALL 2017 EPT ADMISSIONS CHECKSHEET**

- **Complete an application for admissions to the Emergency Management Program (Program Code: A55460)**  
**Applications can be found at the following website:**

<http://www.coastalcarolina.edu/admissions/>

Print out and mail your completed application to:

Coastal Carolina Community College  
Attention: Maritza Hurtado, Student Services  
444 Western Boulevard  
Jacksonville, NC 28546

- **Submit official high school transcript, adult high school diploma or GED scores.**
  - Re-admit EPT students who have already submitted their official high school transcript, adult high school diploma or GED scores are not required to re-submit them. However if transcripts were not previously placed on file, an official copy should be requested and mailed directly from the granting institution to Coastal Carolina Community College, Attention: Maritza Hurtado, at the address listed above.
- **Submit official college transcripts.**
  - Re-admit EPT students who have already submitted their official college transcripts are not required to re-submit their college transcript unless they have completed additional college course work at another institution since their original transcript was received. If transcripts were not previously on file, an official copy should be requested and mailed directly from the granting institution to Coastal Carolina Community College, Attention: Maritza Hurtado, at the address listed above.
- **Take or submit Placement test scores.**
  - Re-admit students with placement test scores on file that are less than three years old are not required to re-take the placement test. However if the scores are more than four years old or were not previously placed on file, the placement test should be completed, an official copy should be requested and mailed directly from the granting institution to Coastal Carolina Community College, Attention: Maritza Hurtado, at the address listed above.
  - Coastal will accept the ASSET, COMPASS or ACCUPLACER placement tests. Students may take the placement test at the community college closest to them.

**WHEN YOU HAVE COMPLETED THESE STEPS, PLEASE CONTACT: ACADEMIC COUNSELOR, MARITZA HURTADO AT [hurtadom@coastalcarolina.edu](mailto:hurtadom@coastalcarolina.edu) OR AT 910-938-6249 TO CONFIRM YOUR ADMISSION INTO THE PROGRAM.**



# COASTAL CAROLINA COMMUNITY COLLEGE

## REGISTRATION CARD

Student ID:

CURRICULUM CODE: A55460

Name:

Address:

TERM: Fall 2017

To correct any of the information above, please go to the Registrar's office and request an Information Change Notice or see an academic counselor.

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PLEASE MARK ONE FROM EACH CATEGORY

### SHORT TERM GOAL

- 1. To prepare for transfer to a 4 year college
- 2. To gain skills necessary to enter a new occupation
- 3. To gain skills necessary to retrain, remain current, or advance in a current occupation
- 4. To satisfy a personal objective
- 5. To improve basic reading, writing, or math skills

### EMPLOYMENT

- 1. Retired
- 2. Unemployed-not seeking employment
- 3. Unemployed-seeking employment
- 4. Employed 1-10 hours per week
- 5. Employed 11-20 hours per week
- 6. Employed 21-39 hours per week
- 7. Employed 40 or more hours per week

	DEPT PREFIX	COURSE NO	CREDIT HRS	*CREDIT EXAM
Example:	FIP	124	3	

TOTAL CREDIT HOURS:

OVER 21 CREDIT HOURS MUST BE APPROVED FOR OVERLOAD. APPROVAL: \_\_\_\_\_

Email Address: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ ENTERED BY: \_\_\_\_\_

\*If you plan to challenge or audit a course, please check the appropriate box and complete the appropriate form..

I have read the online course guidelines and understand the requirements for an online course.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **OTHER COLLEGE CONTACTS**

### **Business Office:**

**Hours of Operation:** Monday – Thursday: 7:30 AM – 7:30 PM  
Friday: 7:30 AM – 5:00 PM

**Phone Numbers:** (910) 938-6217 or (910) 938-6342 or (910) 938-6786

### **Financial Aid Offices:**

**Hours of Operation:** Monday – Friday: 8:00 AM – 10:00 AM, 1:30 PM – 3:30 PM

**Phone Numbers:** **Last Name A-D:** (910) 938-6330  
**Last Name E-J:** (910) 938-6863  
**Last Name K-O:** (910) 938-6224  
**Last Name P-S:** (910) 938-6289  
**Last Name T-Z:** (910) 938-6120

### **Learning Resource Center:**

**Hours of Operation:** Monday – Friday: 8:00 AM – 5:00 PM

**Phone Numbers:** (910) 938-6237

### **Registrars' Office:**

**Hours of Operation:** Monday – Friday: 8:00 AM – 5:00 PM

**Phone Numbers:** (910) 938-6764 or (910) 938-6232 or (910) 938-6323

### **Veterans Programs Office:**

**Hours of Operation:** Monday – Friday: 8:00 AM – 5:00 PM

**Phone Numbers:** (910) 938-6250 or (910) 938-6316