

Coastal Carolina Community College Fire Protection Technology Fall 2017 Registration Guide



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



444 Western Boulevard
Jacksonville, NC 28546

REGISTRATION INFORMATION LINKS

[Available Courses / Book List](#)

[Important Dates / Student Classifications](#)

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FALL 2017 AVAILABLE COURSES

The following Fire Protection Technology 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 FIP Curriculum, please visit the [program website](#).

FIRE PROTECTION COURSES

CREDIT HOURS

• FIP 120	Introduction to Fire Protection	3
• FIP 124	Fire Prevention and Public Education	3
• FIP 132	Building Construction	3 (8 Week Course, 1 st half)
• FIP 136	Inspections and Codes	3 (8 Week Course, 1 st half)
• FIP 146	Fire Protection Systems	4 (8 week course, 2 nd half)
• FIP 164	OSHA Standards	3 (8 week course, 2 nd half)
• FIP 228	Local Government Finance	3
• FIP 230	Chemistry of Hazardous Materials I	5
• EPT 140	Emergency Management	3

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 FIRE PROTECTION TECHNOLOGY COURSE BOOK LIST

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

FIP 120- Introduction to Fire Protection

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

FIP 124- Fire Prevention and Public Education

Fire & Life Safety Educator, 2nd 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, 5th Edition
Francis L. Brannigan
Jones and Bartlett Publishers
ISBN: 978-1-4496-8894-3

FIP 136- Inspections and Codes

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

FIP 146- Fire Protection Systems

Fire Protection Systems, 2nd Edition
A. Maurice Jones
Jones & Bartlett Learning
ISBN: 978-1-2840-3537-7

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.

FIP 230- Chemistry of Hazardous Materials

Hazmat Chemistry Study Guide 2nd Edition
Levy, Jill Meryl
Firebelle Productions, 2005
ISBN: 978-0-9651516-5-8
This text must be ordered from www.firebooks.com, it will not be available at the College Bookstore.

EPT 140- Emergency Management

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

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

IMPORTANT DATES FOR FIP 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
FIP Department Head
(910) 938-6200
duffielde@coastalcarolina.edu

Maritza Hurtado
Academic Counselor
(910) 938-6249
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 FIP 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
FIP Department Head
(910) 938-6200
duffielde@coastalcarolina.edu

Maritza Hurtado
Academic Counselor
(910) 938-6249
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 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.

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 FIP ADMISSIONS CHECKSHEET

- **Complete an application for admissions to the Fire Protection Technology Program (Program Code: A55240)**
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 FIP 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 FIP 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 OR AT 910-938-6249 TO CONFIRM YOUR ADMISSION INTO THE PROGRAM.

COASTAL CAROLINA COMMUNITY COLLEGE

REGISTRATION CARD

Student ID:

CURRICULUM CODE: A55240

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.

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