Coastal Carolina Community College Fire Protection Technology Fall 2015 Registration

444 Western Boulevard
Jacksonville, NC 28546

Fall 2015 Registration information for Current, Re-Admit and New Students in the Fire Protection Technology Program at Coastal Carolina Community College.

REGISTRATION INFORMATION LINKS

Fall 2015 Available Courses / Fall 2015 Book List

Fall 2015 Important Dates / Student Classifications

Current Student Registration Information

Re-Admit Student Registration Information

New Student Registration Information

College Contacts

Fall 2015 AVAILABLE COURSES

The following Fire Protection Technology Curriculum courses are being offered during the Fall 2015 semester. Course descriptions can be found in the 2015-2016 College Catalog. Specific online course requirements can be accessed here. For complete information on the FIP Curriculum, please review our FIP Bulletin.

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

- This course has been re-numbered from FIP 236 Emergency Management.

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 2015 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 Handbook
Marsha P. Giesler
Delmar, Cengage Learning
ISBN: 978-1-4283-0541-0

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, 7th Edition
Barbara Adams and Clint Clausing (Editor)
IFSTA
ISBN: 978-0-87939-348-9

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

The Basics of Public Budgeting and Financial Management 2nd Edition
Menifield, Charles, E.
University Press of America, 2013
ISBN: 978-0-7618-6141-6

FIP 230- Chemistry of Hazardous Materials

No textbook required, materials will be provided by the Instructor.

EPT 140- Emergency Management

Introduction to Emergency Management
Brenda Phillips
CRC Press, 2011
ISBN: 978-1-4398-3070-3

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

IMPORTANT DATES FOR FIP STUDENTS

Registration Opens for Fully Admitted Students	July 13, 2015
Registration Opens for Provisionally Admitted Students	July 14, 2015
Registration Opens for Re-Admit and New Students	July 15, 2015
Tuition payment deadline to avoid being purged from classes	July 24, 2015
Last Day to Drop Fall 2015 courses with a 100% Refund	August 14, 2015
Last Day to Drop Fall 2015 courses with a 75% Refund	August 26, 2015

Fall Semester 2015

August 17	Monday	Fall Semester Begins
September 7	Monday	Labor Day Holiday
October 12	Monday	Fall Break
October 13	Tuesday	First 8 Week Session Ends
October 15	Thursday	Second 8 Week Session Begins
November 11	Wednesday	Veterans Day
November 25-27	Wednesday-Friday	Thanksgiving Break
December 16	Wednesday	Fall Semester Ends
December 17-18	Thursday-Friday	Weather Days, if needed

STUDENT CLASSIFICATIONS

Current Student:

Any student who attended courses during the Spring or Summer 2015 semesters 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 or Summer 2015 semesters. 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.

CURRENT STUDENT REGISTRATION INFORMATION

The Fall 2015 semester begins on Monday, August 17, 2015. All online courses will be made available to students on Blackboard by 12:00 pm on August 17. If you do not see your courses available on Blackboard after 12:00 pm, please contact Ed Duffield.

REGISTRATION PROCESS

Current students register online using their Campus Cruiser. Current students may locate their registration date on the registration letter that was mailed to them. Online registration instructions can be found here.

The online registration schedule for Fall 2015 is as follows:

Fully Admitted Students	Online registration opens July 13**.**
Provisionally Admitted Students	Online registration opens July 14**.**

TUITION PAYMENT

You may access Campus Cruiser beginning July 15 to view your schedule and to locate the cost of your tuition. Students may also pay their tuition online through Campus Cruiser or by calling the Business Office at (910) 938-6217 or (910) 938-6342. Instructions for paying tuition online have been included in this packet. ***PLEASE NOTE: Fall 2015 tuition must be paid by July 24 or you will be purged from classes.***

If you have any questions or concerns about the registration process or would like assistance planning your Fall 2015 schedule, please feel free to contact us.

Ed Duffield
FIP Department Head
(910) 938-6200
duffielde@coastalcarolina.edu

Admissions
(910) 938-6332

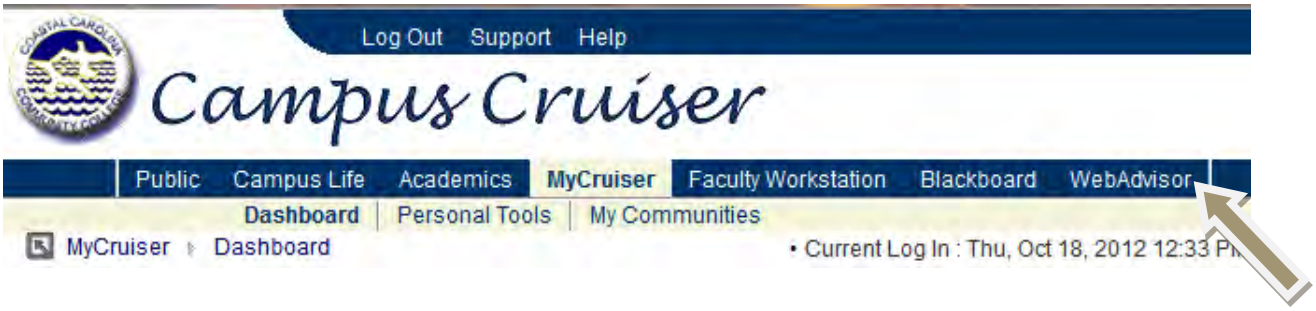
Online Registration Instructions

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:

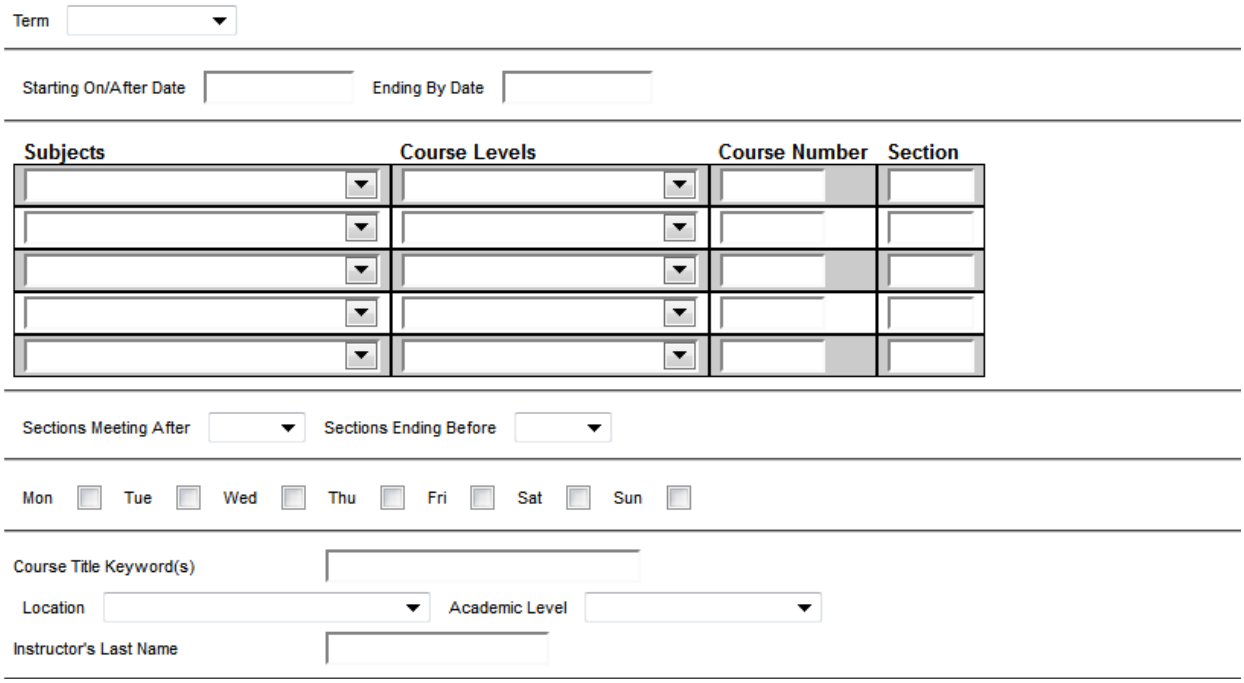
- **Log Into Campus Cruiser:**

- **When you have logged in, select "WebAdvisor" from the top horizontal menu items.**

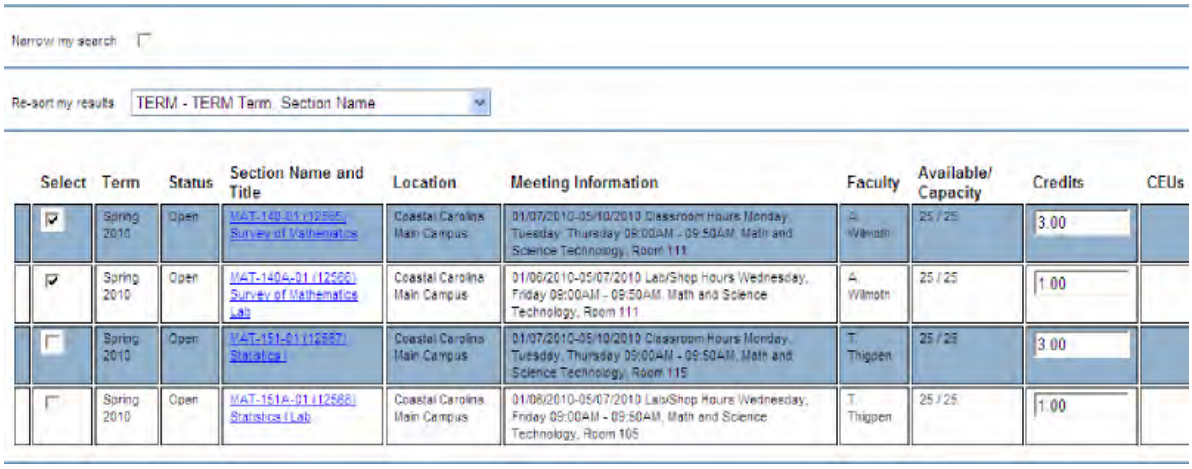


- **When the WebAdvisor screen loads, select "Search and Register for Sections" from the left menu box.**

- **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 of 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.**

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
RG - RG Register	Spring 2010	MAT-263-01N (13799) Brief Calculus	Coastal Carolina Main Campus	01/07/2010-05/06/2010 Classroom Hours Tuesday, Thursday 05:15PM - 06:30PM, Math and Science Technology, Room 113	D. Wainaina	25 / 25	3.00	
RG - RG Register	Spring 2010	MAT-263A-01N (13800) Brief Calculus Lab	Coastal Carolina Main Campus	01/07/2010-05/06/2010 Lab/Shop Hours Tuesday, Thursday 06:40PM - 07:30PM, Math and Science Technology, Room 113	D. Wainaina	25 / 25	1.00	

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 Campus Cruiser email account, confirming that you have successfully registered.**

The following request(s) have been processed.

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Spring 2010	Registered for this section		MAT-140-01 (12665) Survey of Mathematics	Coastal Carolina Main Campus	01/07/2010-05/10/2010 Classroom Hours Monday, Tuesday, Thursday 09:00AM - 09:50AM, Math and Science Technology, Room 111	A. Wilmoth	3.00	

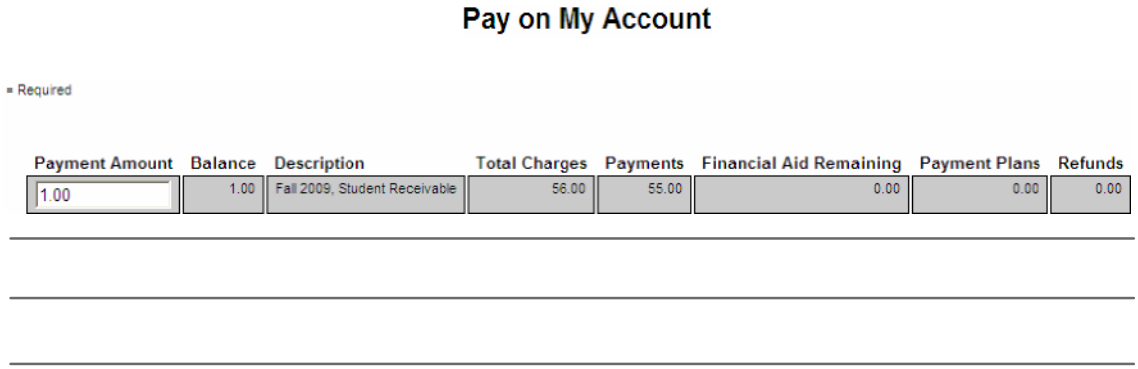
FALL 2015 PAYMENT IS DUE BY JULY 24!

PAY YOUR TUITION USING CAMPUS CRUISER

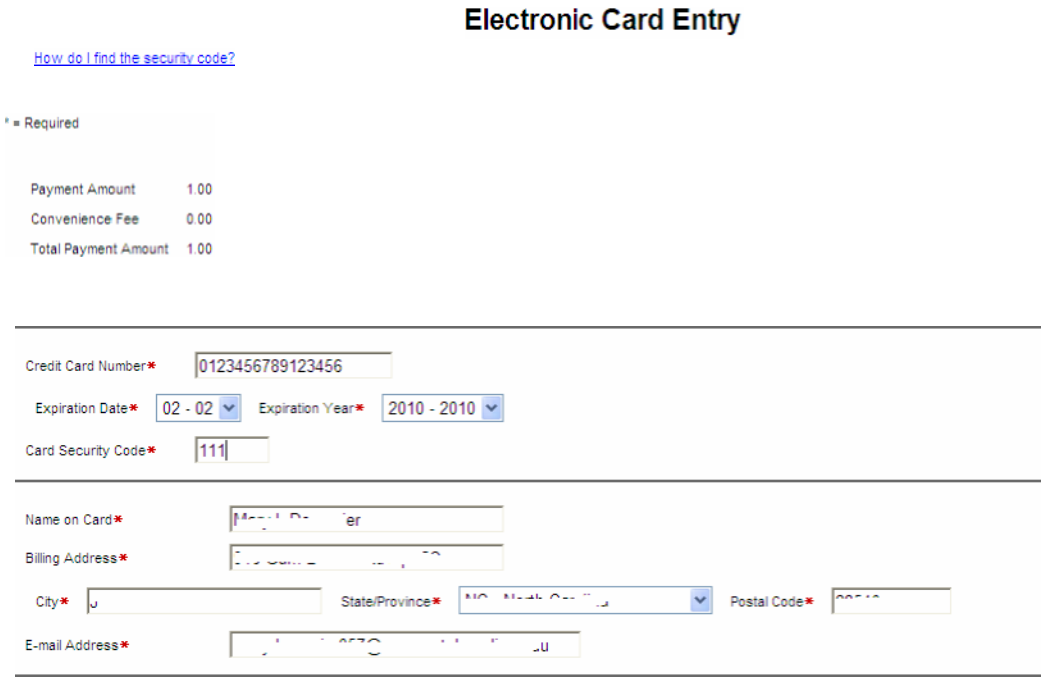
. Log into **Campus Cruiser**

- Click on the "**WebAdvisor**" tab
- 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.

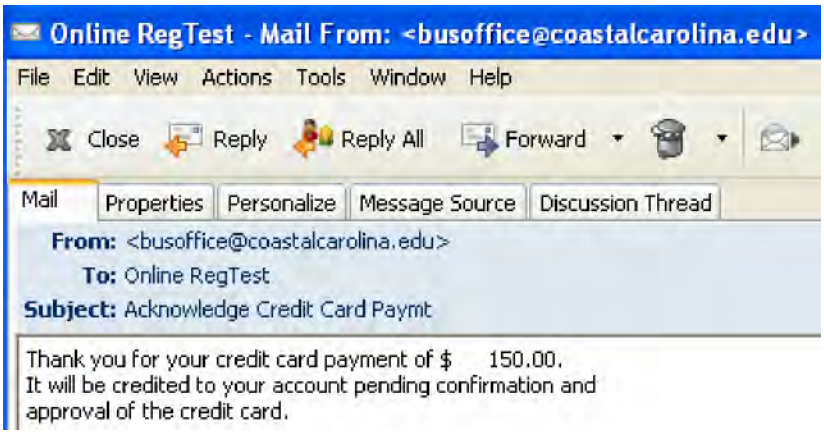


- Enter your Credit Card information and click on **Submit**.



You will receive a confirmation screen if your payment was approved.

You will also 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 purged, you must pay your tuition by July 24.

RE-ADMIT STUDENT REGISTRATION INFORMATION

The Fall 2015 semester begins on Monday, August 17, 2015. All online courses will be made available to students on Blackboard by 12:00 pm on August 17. If you do not see your courses available on Blackboard after 12:00 pm, please contact Ed Duffield.

ADMISSIONS PROCESS

Re-Admit students must complete a new application for admission prior to being able to register for Fall 2015 courses. They are also responsible for submitting any transcripts or placement test scores which were not previously on file or that have been updated since the time of their last enrollment. Students should use the Re-Admit Admissions Checksheet to guide them through the re-admission process.

REGISTRATION PROCESS

Registration for re-admitted students will begin on July 17, 2015. To register for Fall 2015 classes, readmit students should:

- Review the courses available for Fall 2015, 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. Often times, some 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 counselor, your Fall 2015 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 Campus Cruiser. ***PLEASE NOTE: Fall 2015 tuition must be paid by July 24 or you will be purged from classes.***

If you have any questions or require assistance, please feel free to contact us.

Ed Duffield
FIP Department Head
(910) 938-6200
duffielde@coastalcarolina.edu

Admissions
(910) 938-6332

COASTAL CAROLINA COMMUNITY COLLEGE
REGISTRATION CARD

Student ID: **CURRICULUM CODE: A55240**

Name:

Address: **TERM: Fall 2015**

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.

P
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:_____

Fall 2015 FIP Re-Admission Checklist

- **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: FIP Counselor, 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: FIP Counselor, 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: FIP Counselor, 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: FIP Counselor, at the address listed above.

  - Coastal will accept the ASSET, COMPASS or ACCUPLACER placement test. Students may take the Placement test at the community college closest to them.

WHEN YOU HAVE COMPLETED THESE STEPS, PLEASE CONTACT THE FIP COUNSELOR AT 910-938-6332 TO CONFIRM YOUR ADMISSION INTO THE PROGRAM.

NEW STUDENT REGISTRATION INFORMATION

The Fall 2015 semester begins on Monday, August 17, 2015. 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 Ed Duffield.

ADMISSIONS PROCESS

New students must complete an application for admission prior to being able to register for Fall 2015 courses. They are also responsible for submitting high school and college transcripts, as well as placement test scores. Students should use the New Student Checksheet to guide them through the admission process.

REGISTRATION PROCESS

Registration for new students will begin on July 15, 2015. To register for Fall 2015 classes, new students should:

- Review the courses available for Fall 2015, 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. Often times, some 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.
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If you have any questions or require assistance, please feel free to contact us.

Ed Duffield
FIP Department Head
(910) 938-6200
duffielde@coastalcarolina.edu

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FALL 2015 FIP NEW STUDENT 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:

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  Attention: FIP Counselor
  444 Western Boulevard
  Jacksonville, NC 28546

- **Submit official high school transcript, adult high school diploma or GED scores.**
  - Students enrolling at Coastal Carolina Community College for the first time should request that their official high school transcript, adult high school diploma or GED scores be mailed directly from the granting institution to Coastal Carolina Community College, Attention: FIP Counselor, at the address listed above.

- **Submit official college transcripts.**
  - Students enrolling at Coastal Carolina Community College for the first time should request that their official college transcripts be sent directly from all colleges/universities attended for curriculum course work to Coastal Carolina Community College, Attention: FIP Counselor, at the address listed above.

- **Take or submit Placement test scores.**
  - Coastal will accept the ASSET, COMPASS or ACCUPLACER placement test. Students may take the Placement test at the community college closest to them and then have their scores sent directly from the college to Coastal Carolina Community College, Attention: FIP Counselor, at the address listed above.

WHEN YOU HAVE COMPLETED THESE STEPS, PLEASE CONTACT THE FIP COUNSELOR AT 910-938-6249 TO CONFIRM YOUR ADMISSION INTO THE PROGRAM.

COASTAL CAROLINA COMMUNITY COLLEGE
REGISTRATION CARD

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*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