Coastal Carolina Community College Fire Protection Technology Spring 2018 Registration Guide

Spring 2018 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

Current Student Registration Information

Re-Admit Student Registration Information

New Student Registration Information

College Contacts

SPRING 2018 AVAILABLE COURSES

The following Fire Protection Technology Curriculum courses are being offered during the Spring 2018 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 TECHNOLOGY COURSES   CREDIT HOURS

- FIP 152   Fire Protection Law   3 (8 Week Course, 1st half)
- FIP 164   OSHA Standards   3 (8 Week Course, 1st half)
- FIP 132   Building Construction   3 (8 Week Course, 2nd half)
- FIP 240   Fire Service Supervision   3 (8 Week Course, 2nd half)
- FIP 220   Fire Fighting Strategies   3
- FIP 228   Local Government Finance   3
- FIP 229   Dynamics and Combustion   3
- FIP 232   Hydraulics and Water Distribution   3
- 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
- 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 a placement test in the last five years, 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.

SPRING 2018 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 132- Building Construction

Brannigan's Building Construction for the Fire Service, 5th Edition
Francis L. Brannigan
Jones & Bartlett Learning
ISBN: 9781449688943

FIP 152- Fire Protection Law (two texts required)

Legal Considerations for Fire & Emergency Services, 3rd Edition
J. Curtis Varone
Fire Engineering
ISBN: 9781593703479

North Carolina Fire Law, 2nd ed. Revised
C. Barrett Graham
Carolina Academic Press
ISBN: 9781611636598

FIP 164- OSHA Standards

Occupational Safety and Health in the Emergency Services, 4th Edition
James S. Angle
Jones & Bartlett Learning
ISBN: 9781284035919

FIP 220- Fire Fighting Strategies

Firefighting Strategies and Tactics, 3rd Edition
James Angle
Jones & Bartlett Learning
ISBN: 9781284036435

FIP 228- Local Government Finance

No text necessary- Instructor will provide materials.

FIP 229- Fire Dynamics & Combustion

Fire Behavior and Combustion Processes
Raymond Shackelford
Delmar Cengage Learning
ISBN: 9781401880163

FIP 232- Hydraulics and Water Distribution

Fire Department Hydraulics, 3rd Edition
Brent E. Hannig
Prentice Hall
ISBN: 9780132577151

FIP 240- Fire Service Supervision

Fire and Emergency Services Administration, 2nd Edition
L. Charles Smeby, Jr.
Jones & Bartlett Learning
ISBN: 9781449605834

EPT 140- Emergency Management

Introduction to Emergency Management, 2nd Edition
Brenda Phillips
CRC Press, 2016
ISBN: 9781482245066

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

IMPORTANT DATES FOR FIP STUDENTS

Tuition Payment Schedule		
If you register during this time:	**Pay tuition by:**	**Or you will be dis-enrolled for Non-Payment:**
Oct. 31 – Nov. 17	Nov. 17	Nov. 18
Nov. 18 – Dec. 8	Dec. 8	Dec. 9
Dec. 8 – Dec. 15	Dec. 15	Jan. 3

Last day to drop Spring 2018 courses with a 100% refund (WebAdvisor)	January 3, 2018
Last day to drop Spring 2018 first 8-week courses with a 75% refund	January 6, 2018
Last day to drop Spring 2018 16-week courses with a 75% refund	January 13, 2018

SPRING 2018 SEMESTER ACADEMIC CALENDAR

January 4	Thursday	First Day of Spring Semester
January 15	Monday	Martin Luther King Holiday
March 5	Monday	First Eight-Week Session Ends
March 6	Tuesday	Second Eight-Week Session Begins
March 30	Friday	Good Friday Holiday
April 2-6	Monday-Friday	Spring Break
May 8	Tuesday	Last Day of Spring Semester
May 9-11	Wednesday-Friday	Weather Days (if needed)

STUDENT CLASSIFICATIONS

Current Student:

Any student who attended courses during the Fall

 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 Fall 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.

SPRING 2018 REGISTRATION INFORMATION FOR CURRENT STUDENTS

The Spring 2018 semester begins on Thursday, January 4, 2018. 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 October 31, 2017 and ends December 15, 2017**.

TUITION PAYMENT

You may access WebAdvisor beginning October 31 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 Spring 2018 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

SPRING 2018 REGISTRATION INFORMATION
FOR NEW AND RE-ADMIT STUDENTS

The Spring 2018 semester begins on Thursday, January 4, 2018. 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 registering for Spring 2018 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 November 1, 2017.

Registration for enrolled new students will begin on November 1, 2017.

To register for Spring 2018 classes students should:

- Review the courses available for Spring 2018, 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.

SPRING SCHEDULE/TUITION PAYMENT

Once you have been registered for courses by our Academic Counselor, your Spring 2018 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 available tools.
- When the WebAdvisor screen loads, choose "Students" and then select "Register for Sections", then "Search and Register for Sections".
- Select the Academic 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**.**

SPRING 2018 FIP ADMISSIONS CHECKSHEET

- **Complete a Residency Determination Request (RDS) and an application for admission to the Fire Protection Technology Program (Program Code: A55240).**
    - The RDS and application can be found at the website: http://www.coastalcarolina.edu/admissions/

    The application can be completed online or you can 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.**

    - Assessment of each applicant's competencies in English and mathematics is required for placement into college level courses. Students who can provide evidence of the following should meet with Maritza Hurtado to determine if placement testing is necessary.
        - Former Coastal students with placement test results on file
        - Students who have taken the SAT or ACT within the past five years
        - Students who have transfer credit in English or mathematics
        - Students who have recently taken a placement test at another community college.
          Note: Placement tests are valid for 5 years from the month of administration. Students may take the entire placement test twice under the administration of the College within a one-year period.
    - For applicants who are required to take placement tests, the college provides this service on a regular basis at no cost. Performance on placement tests in reading, writing, and mathematics determines initial placement into college level mathematics and English. Information about placement testing, including a study guide in mathematics, is available in the Admissions Office.
    - Placement testing may be taken at your local Community College and the scores sent to Coastal if you are not in the Jacksonville area.

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:

Name:

Address:

CURRICULUM CODE: A55240

TERM: Spring 2018

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.

PPLEASE MARK ONE FROM EACH CATEGORY

SHORT TERM GOAL	EMPLOYMENT
( ) 1. To prepare for transfer to a 4 year college	**( ) 1.** Retired
( ) 2. To gain skills necessary to enter a new occupation	**( ) 2.** Unemployed-not seeking employment
( ) 3. To gain skills necessary to retrain, remain current, or advance in a current occupation	**( ) 3.** Unemployed-seeking employment
( ) 4. To satisfy a personal objective	**( ) 4.** Employed 1-10 hours per week
( ) 5. To improve basic reading, writing, or math skills	**( ) 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	132	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