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

New Student Registration Information

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](#).

<table>
<thead>
<tr>
<th>EMERGENCY MANAGEMENT COURSES</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPT 130 Mitigation &amp; Preparedness</td>
<td>3</td>
</tr>
<tr>
<td>EPT 140 Emergency Management</td>
<td>3</td>
</tr>
<tr>
<td>EPT 220 Terrorism and Emergency Management</td>
<td>3</td>
</tr>
<tr>
<td>EPT 275 Emergency Ops Center Management</td>
<td>3</td>
</tr>
<tr>
<td>FIP 120 Introduction to Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td>FIP 124 Fire Prevention and Public Education</td>
<td>3</td>
</tr>
<tr>
<td>FIP 132 Building Construction</td>
<td>3 (8 Week Course, 1st half)</td>
</tr>
<tr>
<td>FIP 136 Inspections and Codes</td>
<td>3 (8 Week Course, 1st half)</td>
</tr>
<tr>
<td>FIP 164 OSHA Standards</td>
<td>3 (8 week course, 2nd half)</td>
</tr>
<tr>
<td>FIP 228 Local Government Finance</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RELATED COURSES AVAILABLE ONLINE</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 111 Art Appreciation*</td>
<td>3</td>
</tr>
<tr>
<td>CIS 110 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ENG 111 Expository Writing*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112 Writing/Research in the Disciplines*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 114 Professional Research and Reporting*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 143 Quantitative Literacy*</td>
<td>3</td>
</tr>
<tr>
<td>MUS 110 Music Appreciation*</td>
<td>3</td>
</tr>
<tr>
<td>POL 130 State and Local Government*</td>
<td>3</td>
</tr>
</tbody>
</table>

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
Anna K. Schwab; Sandler; Brower
CRC Press, 2016

EPT 140- Emergency Management
Introduction to Emergency Management, 2nd 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, 2nd Edition
John Pichtel
CRC Press, 2016

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

FPT 120- Introduction to Fire Protection
Introduction to Fire Protection, 5th Edition
Robert Klinoff
Jones & Bartlett

FPT 124- Fire Prevention and Public Education
Fire & Life Safety Educator, 2nd Edition
Marsha P. Giesler
Jones & Bartlett Learning

FPT 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

FPT 136- Inspections and Codes
Fire Inspection and Code Enforcement, 8th Edition
IFSTA

FPT 164- OSHA Standards
Occupational Safety and Health in the Emergency Services, 4th Edition
James S. Angle
Jones & Bartlett

FPT 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

<table>
<thead>
<tr>
<th>If you register during this time:</th>
<th>Pay tuition by:</th>
<th>Or you will be dis-enrolled for Non-Payment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>APRIL 3 - JULY 17</td>
<td>JULY 17</td>
<td>JULY 18</td>
</tr>
<tr>
<td>JULY 18 - AUG 1</td>
<td>AUGUST 2</td>
<td>AUGUST 3</td>
</tr>
<tr>
<td>AUG 2 - AUG 10</td>
<td>AUGUST 15</td>
<td>AUGUST 16</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 16</td>
<td>Wednesday</td>
<td>First Day of Fall Semester</td>
</tr>
<tr>
<td>September 4</td>
<td>Monday</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>October 9</td>
<td>Monday</td>
<td>Fall Break</td>
</tr>
<tr>
<td>October 13</td>
<td>Friday</td>
<td>First Eight-Week Session Ends</td>
</tr>
<tr>
<td>October 16</td>
<td>Monday</td>
<td>Second Eight-Week Session Begins</td>
</tr>
<tr>
<td>November 10</td>
<td>Friday</td>
<td>Veteran’s Day Holiday</td>
</tr>
<tr>
<td>November 22-24</td>
<td>Wednesday-Friday</td>
<td>Thanksgiving Break/Holidays</td>
</tr>
<tr>
<td>December 15</td>
<td>Friday</td>
<td>Last Day of Fall Semester</td>
</tr>
<tr>
<td>December 18-19</td>
<td>Monday-Tuesday</td>
<td>Weather Days (if needed)</td>
</tr>
</tbody>
</table>

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

Maritza Hurtado
Academic Counselor
(910) 938-6249
hurtadom@coastalcarolina.edu
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

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 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.
  o 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.
  o 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.
  o 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.
  o 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: A55460

Name: 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

<table>
<thead>
<tr>
<th>Short Term Goal</th>
<th>Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>( ) 1. To prepare for transfer to a 4 year college</td>
<td>( ) 1. Retired</td>
</tr>
<tr>
<td>( ) 2. To gain skills necessary to enter a new occupation</td>
<td>( ) 2. Unemployed-not seeking employment</td>
</tr>
<tr>
<td>( ) 3. To gain skills necessary to retrain, remain current, or advance in a current occupation</td>
<td>( ) 3. Unemployed-seeking employment</td>
</tr>
<tr>
<td>( ) 4. To satisfy a personal objective</td>
<td>( ) 4. Employed 1-10 hours per week</td>
</tr>
<tr>
<td>( ) 5. To improve basic reading, writing, or math skills</td>
<td>( ) 5. Employed 11-20 hours per week</td>
</tr>
<tr>
<td>( ) 6. Employed 21-39 hours per week</td>
<td>( ) 6. Employed 21-39 hours per week</td>
</tr>
<tr>
<td>( ) 7. Employed 40 or more hours per week</td>
<td>( ) 7. Employed 40 or more hours per week</td>
</tr>
</tbody>
</table>

Dept Course Credit *Credit

<table>
<thead>
<tr>
<th>Dept</th>
<th>Course</th>
<th>Credit</th>
<th>*Credit</th>
</tr>
</thead>
</table>

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