

Coastal Carolina Community College Emergency Management Spring 2018 Registration Guide

Spring 2018 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](#)

SPRING 2018 AVAILABLE COURSES

The following Emergency Management 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 EPT Curriculum, please visit the [program website](#).

EMERGENCY MANAGEMENT COURSES

CREDIT HOURS

| | | |
|-----------|---------------------------------|---|
| • FIP 152 | Fire Protection Law | 3 (8 Week Course, 1 st half) |
| • FIP 164 | OSHA Standards | 3 (8 Week Course, 1 st half) |
| • FIP 132 | Building Construction | 3 (8 Week Course, 2 nd half) |
| • FIP 240 | Fire Service Supervision | 3 (8 Week Course, 2 nd half) |
| • EPT 120 | Sociology of Disaster | 3 |
| • EPT 140 | Emergency Management | 3 |
| • EPT 150 | Incident Management | 3 |
| • EPT 210 | Response and Recovery | 3 |
| • EPT 225 | Hazard Analysis/Risk Assessment | 3 |
| • FIP 228 | Local Government Finance | 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 EMERGENCY MANAGEMENT COURSE BOOK LIST

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

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 132- Building Construction

Brannigan's Building Construction for the Fire Service, 5th Edition

Francis L. Brannigan
Jones & Bartlett Learning
ISBN: 9781449688943

FIP 240- Fire Service Supervision

Fire and Emergency Services Administration, 2nd Edition

L. Charles Smeby, Jr.
Jones & Bartlett Learning
ISBN: 9781449605834

EPT 120- Sociology of Disaster

Social Vulnerability to Disaster, 2nd Edition

Deborah S. K. Thomas, Brenda D. Phillips,
William E. Lovecamp & Alice Fothergill
CRC Press, 2013
ISBN: 9781466516373

EPT 140- Emergency Management

Introduction to Emergency Management, 2nd Edition

Brenda Phillips
CRC Press, 2016
ISBN: 9781482245066

EPT 150- Incident Management

National Incident Management System: Principles and Practices, 2nd Edition

Dr. Donald Walsh, Dr. Hank T. Christen, Jr.,
Grayden C. Lord & Geoffrey T. Miller
Jones & Bartlett Learning, 2010
ISBN: 9780763781873

EPT 210- Response and Recovery

Disaster Response and Recovery, 2nd Ed.

David A. McEntire
Wiley Learning, 2015
ISBN: 9781118673027

EPT 225- Hazard Analysis/Risk Assessment

Hazard Analysis: Reducing the Impact of Disasters, 2nd Edition

John C. Pine
CRC Press, 2015
ISBN: 9781482228915

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

| 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 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](#).

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
EPT 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 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](#).

SPRING 2018 EPT 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:

CURRICULUM CODE: A55460

Name:

Address:

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.

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: | EPT | 140 | 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