



# Coastal Carolina Community College



## Emergency Management Fall 2020 | Registration Guide

Fall 2020 Registration information for Current, Re-Admit, and New Students in the Emergency Management Program at Coastal Carolina Community College.

### REGISTRATION INFORMATION LINKS

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## FALL 2020 AVAILABLE COURSES

The following Emergency Management Curriculum courses are being offered during the Fall 2020 semester. Course descriptions can be found in the [2020-2021 College Catalog](#). Specific online course requirements can be accessed [here](#). For complete information on the EPT Curriculum, please visit the [program website](#).

<u>EMERGENCY MANAGEMENT COURSES</u>	<u>CREDIT HOURS</u>	<u>SCHEDULE</u>
• EPT 130 Mitigation & Preparedness	3	(8-week course, 2 <sup>nd</sup> session)
• EPT 140 Emergency Management	3	(8-week course, 1 <sup>st</sup> session)
• EPT 220 Terrorism and Emergency Management	3	(8-week course, 1 <sup>st</sup> session)
• EPT 275 Emergency Ops Center Management	3	(8-week course, 2 <sup>nd</sup> session)
• FIP 120 Introduction to Fire Protection	3	(8-week course, 1 <sup>st</sup> session)
• FIP 124 Fire Prevention and Public Education	3	(8-week course, 2 <sup>nd</sup> session)
• FIP 132 Building Construction	3	(8-week course, 1 <sup>st</sup> session)
• FIP 136 Inspections and Codes	3	(8-week course, 2 <sup>nd</sup> session)
• FIP 228 Local Government Finance	3	(16-week)

First session 8-week courses start August 17. Second session 8-week courses start October 15.

<u>RELATED COURSES AVAILABLE ONLINE</u>	<u>CREDIT HOURS</u>
• 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

Related courses may be offered both online and in-classroom in eight, twelve, or sixteen-week format. Check WebAdvisor for availability. All related courses require appropriate placement or college level English or Math. Please check with Princessa Hurd, our program's Academic Counselor, to determine your placement status. Some courses do require proctored testing.

# **FALL 2020 EMERGENCY MANAGEMENT**

## **COURSE BOOK LIST**

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

### **EPT 130- Mitigation & Preparedness**

Hazard Mitigation and Preparedness, An  
Introductory Text for Emergency Management  
and Planning Professionals, 2<sup>nd</sup> Edition  
Anna K. Schwab; Sandler; Brower  
CRC Press, 2016  
ISBN: 9781466595569

### **EPT 140- Emergency Management**

Introduction to Emergency Management, 2<sup>nd</sup>  
Edition  
Brenda Phillips; Neal; Webb  
CRC Press, 2016  
ISBN: 9781482245066

### **EPT 220- Terrorism and Emergency Management**

Terrorism and WMD's: Awareness and Response,  
2<sup>nd</sup> Edition  
John Pichtel  
CRC Press, 2016  
ISBN: 9781498738989

### **EPT 275- Emergency Ops Center Management**

Principles of Emergency Management and  
Emergency Operations Centers  
Michael J. Fagel  
CRC Press, 2010  
ISBN: 9781439838518

### **FIP 120- Introduction to Fire Protection**

Introduction to Fire Protection, 5<sup>th</sup> Edition  
Robert Klinoff  
Jones & Bartlett Learning  
ISBN: 9781284032987

### **FIP 124- Fire Prevention and Public Education**

Fire & Life Safety Educator, 2<sup>nd</sup> Edition  
Marsha P. Giesler  
Jones & Bartlett Learning  
ISBN: 9781284041972

### **FIP 132- Building Construction**

Brannigan's Building Construction for the Fire  
Service, 5<sup>th</sup> Edition  
Francis L. Brannigan  
Jones & Bartlett Learning  
ISBN: 9781284136135

### **FIP 136- Inspections and Codes**

Fire Inspection and Code Enforcement, 8<sup>th</sup>  
Edition  
IFSTA  
ISBN: 9780879396053

### **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 EMERGENCY MANAGEMENT STUDENTS**

## **NOTICE TUITION AND FEES ARE DUE WHEN YOU REGISTER**

Last day to drop Fall 2020 courses with a 100% refund (WebAdvisor)	August 14, 2020
Last day to drop Fall 2020 first 8-week courses with a 75% refund	August 21, 2020
Last day to drop Fall 2020 16-week courses with a 75% refund	August 27, 2020
Last day to drop Fall 2020 second 8-week courses with a 75% refund	October 20, 2020

## **FALL 2020 SEMESTER ACADEMIC CALENDAR**

August 17	Monday	First Day of Fall Semester
September 7	Monday	Labor Day Holiday
October 12	Monday	Fall Break
October 14	Wednesday	First Eight-Week Session Ends
October 15	Thursday	Second Eight-Week Session Begins
November 11	Wednesday	Veteran's Day Holiday
November 25-27	Wednesday-Friday	Thanksgiving Break/Holidays
December 16	Wednesday	Last Day of Fall Semester
December 18-19	Thursday-Friday	Weather Days (if needed)

## **STUDENT CLASSIFICATIONS**

### **Current Student:**

Any student who attended courses during the Spring or Summer 2020 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 or Summer 2020 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](#).

# **FALL 2020 REGISTRATION INFORMATION** **FOR CURRENT STUDENTS**

The Fall 2020 semester begins on Monday, August 17, 2020. 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](#).

## **TUITION PAYMENT**

You may access WebAdvisor 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 document.

**To avoid being dis-enrolled, tuition payment must be made upon registering.**

If you have any questions or concerns about the registration process or would like assistance planning your Fall 2020 schedule, please feel free to contact us.

Ed Duffield

Emergency Management Department Head

(910) 938-6200

[duffielde@coastalcarolina.edu](mailto:duffielde@coastalcarolina.edu)

Princesa Hurd

Academic Counselor

(910) 938-6249

[hurdp@coastalcarolina.edu](mailto:hurdp@coastalcarolina.edu)

# **FALL 2020 REGISTRATION INFORMATION** **FOR NEW AND RE-ADMIT STUDENTS**

The Fall 2020 semester begins on Monday, August 17, 2020. 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 2020 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 and new students who have submitted their application and are enrolled is now open.**

To register for Fall 2020 classes students should:

- Review the courses available for Fall 2020, along with course descriptions and pre-requisite information in the [College Catalog](#). Students are also encouraged to contact Department Head Ed Duffield 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 take, 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.
- Email the registration card to [duffielde@coastalcarolina.edu](mailto:duffielde@coastalcarolina.edu)

You will receive a confirmation email within 48 hours to confirm that your email was received. If after 48 hours you have not received a reply confirming receipt of your email, please contact us.

## **FALL SCHEDULE/TUITION PAYMENT**

Once you have been registered for courses by our Academic Counselor, your Fall 2020 schedule will be e-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 the MyCCCC portal for access to Blackboard and WebAdvisor.

**If you have questions or need help, contact:**

Ed Duffield, Department Head  
Emergency Management  
(910) 938-6200  
[duffielde@coastalcarolina.edu](mailto:duffielde@coastalcarolina.edu)

Princesa Hurd  
Academic Counselor  
(910) 938-6249  
[hurdp@coastalcarolina.edu](mailto:hurdp@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 and select “WebAdvisor”.
- 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” for which you would like to register (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 for which you wish to register, 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-in to [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](mailto: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.

# **FALL 2020 EMERGENCY MANAGEMENT ADMISSIONS** **CHECKSHEET**

- **Complete a Residency Determination Request (RDS) and an application for admission to the Emergency Management Program (Program Code: A55460).**
  - The RDS and application can be found at the website: <http://www.coastalcarolina.edu/admissions/>
  - The application can be completed online.
- **Submit official high school, adult high school or GED transcript.**
  - Re-admit EM students who have already submitted their official high school, adult high school or GED transcript and have attended CCCC within the last five years 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, at the address listed above.
- **Submit official college transcripts.**
  - Re-admit EM students who have already submitted their official college transcripts and have attended CCCC within the last five years 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: Princesa Hurd, 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 contact Princesa Hurd to determine if placement testing is necessary:
    - Students who have graduated from high school in the last 10 years
    - Former Coastal students with placement test results within five years 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 is available in the Admissions Office and on the College website.
  - 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: PRINCESA HURD, ACADEMIC COUNSELOR, AT [hurdp@coastalcarolina.edu](mailto:hurdp@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 (FIP) A55460 (EPT)

Name:

Address:

TERM: Fall 2020

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	210	3	

**TOTAL CREDIT  
HOURS:**

**OVER 21 CREDIT HOURS MUST BE APPROVED FOR OVERLOAD. APPROVAL: \_\_\_\_\_**

Email Address: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ ENTERED BY: \_\_\_\_\_

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 8:00 AM - 7:30 PM, Tuesday – Friday 8:00 AM – 4:30 PM

**Phone Numbers:** Last Name A-C: (910) 938-6330  
Last Name D-He: (910) 938-6863  
Last Name Hi-Mc: (910) 938-6224  
Last Name Me-R: (910) 938-6289  
Last Name S-Z: (910) 938-6120

### **Learning Resource Center**

**Hours of Operation:** Monday – Friday: 8:00 AM – 5:00 PM

**Phone Number:** (910) 938-6237

### **Registrar's 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