



Coastal Carolina Community College



Fire Protection Technology Fall 2020 | Registration Guide

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

REGISTRATION INFORMATION LINKS

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Coastal Carolina Community College | Division of Industrial and Applied Technology 444
Western Blvd, Jacksonville, NC 28540 | 910.938.6294 | www.coastalcarolina.edu

FALL 2020 AVAILABLE COURSES

The following Fire Protection Technology 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 FIP Curriculum, please visit the [program website](#).

<u>FIRE PROTECTION COURSES</u>		<u>CREDIT HOURS</u>	<u>SCHEDULE</u>
• FIP 120	Introduction to Fire Protection	3	(8-week course, 1 st session)
• FIP 124	Fire Prevention and Public Education	3	(8-week course, 2 nd session)
• FIP 132	Building Construction	3	(8-week course, 1 st session)
• FIP 136	Inspections and Codes	3	(8-week course, 2 nd session)
• FIP 146	Fire Protection Systems	4	(8-week course, 2 nd session)
• FIP 228	Local Government Finance	3	(16-week)
• EPT 140	Emergency Management	3	(8-week course, 1 st session)

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 FIRE PROTECTION TECHNOLOGY

COURSE BOOK LIST

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

FIP 120- Introduction to Fire Protection

Introduction to Fire Protection, 5th Edition
Robert Klinoff
Jones & Bartlett Learning
ISBN: 9781284136128

FIP 124- Fire Prevention and Public Education

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

FIP 132- Building Construction

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

FIP 136- Inspections and Codes

Fire Inspection and Code Enforcement, 8th Edition
IFSTA
ISBN: 9780879396053

FIP 146- Fire Protection Systems

Fire Protection Systems, 2nd Edition
A. Maurice Jones
Jones & Bartlett Learning
ISBN: 9781284294170

FIP 228- Local Government Finance

No text necessary- Instructor will provide materials.

EPT 140- Emergency Management

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

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

IMPORTANT DATES FOR FIRE PROTECTION TECHNOLOGY 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
FIP Department Head
(910) 938-6200
duffielde@coastalcarolina.edu

Princesa Hurd
Academic Counselor
(910) 938-6249
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

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

Princesa Hurd
Academic Counselor
(910) 938-6249
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.

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 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.

- **Submit official high school, adult high school or GED transcript.**
 - Re-admit FIP 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 FIP 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: Princessa 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 Princessa 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: ACADEMIC COUNSELOR, PRINCESA HURD AT 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:	FIP	124	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