



University of North Carolina Wilmington
Onslow Extension Program

UNCW Onslow Extension Faculty Information Sheet Coastal Carolina Community College

Welcome to the Onslow Extension Program! We have compiled some pertinent information to help answer any questions you may have about teaching at CCCC.

UNCW Extension Program main Office

Located in the Coastal Carolina Community College (CCCC) Administration Building

Telephone number (910) 455-2310

Fax: (910) 455-2281

Extension Program On-Site Staff

CCCC

- Beth Barton, Ph.D. – Director of Onslow Extension Program and Military Liaison
- Mandy Lyman – Onslow Program Manager Email: lymana@uncw.edu
- Tara Robinson, M.Ed. – Assistant Director of Admissions and Financial Aid
- Monique Ivanov, LCSW, DCSW – Department of Social Work, Faculty and Coordinator
- Lisa Keenan, M.Ed. – Watson School of Education Advisor
- Cecil Willis, Ph.D. – Department of CRM and SOC, Professor & Academic Advisor

Camp Lejeune

- Lindsay Davis, M.Ed. – Military Enrollment Services Coordinator Email: davislc@uncw.edu
- Mary Anne Tayloe – Office Assistant
- Henry Wyschka – Testing and Technology Technician

Directions from Wilmington

- Follow US Hwy. 17 North to Jacksonville, NC. After passing MCAS New River's front gate, take the newly constructed by-pass toward Morehead City/Swansboro and Camp Lejeune Main Gate (to Hwy 24 East)
- Turn left at the 2nd light, onto Western Blvd
- Coastal Carolina Community College main entrance is located on the right (2 miles)
- Parking is available in the lot adjacent to the horseshoe driveway. Until parking decal has been obtained, park in any available Visitor parking space

Parking

A staff/employee parking decal can be obtained from the security office in the SC building (cafeteria); these decals are FREE and must be displayed to park in "E" (staff/employee) parking.

Information/Inclement Weather

The UNCW Onslow Extension Program must follow the policies of the UNCW main campus in Wilmington **AND** Coastal Carolina Community College when it comes to Inclement Weather; this does not include holiday/break closings. Please visit the following link to view our policy: http://www.uncw.edu/extension/UNCW-ExtensionDistanceEducation-ForStudents_000.html

Security

Emergencies can be reported directly to security by picking up the brown phones located throughout the hallways in each building (the phone automatically dials security) or contact security at (910) 938-6290 or 347-8031 (beeper).

Equipment/Supplies

Teaching supplies are to be provided by your department at the UNCW main campus. Limited supplies are available in the extension office or supplies may be purchased in the Coastal Carolina Community College bookstore, located in the Student Center/Cafeteria Building. All classrooms at the Jacksonville (Coastal Carolina CC) campus location are fully equipped with Dell computers, built-in projectors, and TV/VCRs for your use.

Scantrons

UNCW and Coastal Carolina Community College ***do not use*** the same scantrons. Since UNCW students are not able to purchase UNCW scantrons in Jacksonville, faculty members using scantrons for exams will typically purchase the UNCW scantrons at the main campus in advance and will either sell or supply the students with the scantrons.

HelpDesk (TAC)

The HelpDesk here at Coastal is a lot like our UNCW TAC office. If you ever need assistance with computers, projectors etc. at Coastal they can be reached by calling (910) 938-6123 or via email: helpdesk@coastalcarolina.edu.

Add/Drop Cards

It is the instructor's responsibility to bring student Add/Drop cards to the first day of class and upon completion send them directly to the Registrar's Office at the main campus. Students may also obtain the yellow Drop cards by visiting their academic advisor.

Class Rosters

Instructors should log onto SeaNet the day of their first class and print a copy of their roster. If you do not have access to SeaNet, contact your department secretary to obtain a printed copy of the roster. Visit the following link to view the SeaNet guide and Tutorial: https://seanet.uncw.edu/PROD/twbkwbis.P_GenMenu?name=homepage

Final Exam/Reading Day

We ***do not*** follow the UNCW Final Exam (or Reading Day) schedule since most of our students make special work and/or family arrangements to attend classes on the specific days and times they have scheduled. For this reason, we ask that all faculty give final exams the week after the last day of class, on the same day of the week during the same class time as the class was regularly scheduled. We have reserved all classrooms for all instructors for an extra week past the last day of classes.

Photocopies

Instructors should come prepared with materials, photocopies, etc. However, if you need last-minute/emergency copies, you may use the copy machine located in the Administration building or the copy machine located in the Coastal Library (tell front desk you are a UNCW instructor and need to make copies).

Bookstore Information

The UNCW Bookstore comes to Jacksonville several times each semester to accommodate the extension students. The bookstore brings books, merchandise and buys back used books. Dates will be posted on our extension website: <http://www.uncw.edu/extension/events-bookstore.html>

Cafeteria

The cafeteria is located in the Student Center building between the Learning Resources Center and the Business Technology building.

Mail

UNCW staff mail may be picked up in the UNCW Extension Office located in the Administration Building, be sure to check your university email account for notices. Our Main Campus Box number is 5900 and is located in Alderman Rm 111. We do not have a regular carrier; when an Extension staff member makes a trip to the main campus the mail is brought to Wilmington and placed in campus mail. This is when we check our Campus Box 5900 for mail to bring back to Jacksonville.

Library

CCCC and UNCW have collaborated to assist UNCW students with library services. Contact a library (LCR) staff member to put items on reserve, or for use of the UNCW computer lab (housed in the library for student/staff use).

Disability Services

In collaboration with the main campus, CCCC offers testing services for disabled students. Students needing to use UNCW's Disability Services should contact the Extension Office.

UBusiness

To approve travel, please log onto UBusiness at <https://busaff.uncw.edu/ubusiness/login.cfm>.

Mileage Log

All travel must be submitted on the travel form listed on the extension website at www.uncw.edu/extension under the "For Faculty" tab. Travel **MUST** be submitted within 30 days (end of each month), you may email the completed form to: lymana@uncw.edu

Graduation

Camp Lejeune holds a special graduation for all the schools on base once a year (in May). Students that graduate in the fall and/or spring are permitted to participate in the Extension Graduation. For more information view our website at www.uncw.edu/extension.

CCCC info

Coastal Carolina Community College
444 Western Blvd
Jacksonville, NC 28546
(910) 455-1221
<http://www.coastal.cc.nc.us/index.htm>