



University of North Carolina Wilmington  
Onslow Extension Site

## **UNCW Faculty Information Coastal Carolina Community College**

Welcome to UNCW Onslow Extension Site. According to our records you are scheduled to teach a course this semester at Coastal Carolina Community College located at 444 Western Blvd. in Jacksonville, NC.

We have put together information on teaching UNCW classes at Coastal Carolina Community College, in hopes of making your teaching experience an enjoyable one. If you have any questions or concerns, feel free to contact any member of the Onslow Extension staff. For assistance with specific needs, please contact the following staff member.

### ***Onslow Extension Site Staff***

#### **Coastal Carolina Community College 910.938.6737**

- Ann Marie Beall – Director, Onslow Extension Site
  - Email: [beallam@uncw.edu](mailto:beallam@uncw.edu)
- Emilee Farnes – Transfer Admissions and Financial Aid Coordinator
  - Email: [farnese@uncw.edu](mailto:farnese@uncw.edu)
  - Admissions, Financial Aid, Orientation
- Kathryn Stewart – Office Manager
  - Email: [stewartk@uncw.edu](mailto:stewartk@uncw.edu)
  - Coastal Carolina Community College resources and logistics, Orientation, Student ID Cards

#### **Camp Lejeune - 910.451.5266**

- Mary Anne Tayloe – Administrative Associate
  - Email: [tayloem@uncw.edu](mailto:tayloem@uncw.edu)
  - Base Access, Classroom Requests, and Supplies
- Nile McKibben – Transfer Admissions Coordinator
  - Email: [mckibbenn@uncw.edu](mailto:mckibbenn@uncw.edu)
  - Admissions, Prospective Student Recruitment
- Henry Wyschka – Testing and Technology Technician
  - Email: [wyschka@uncw.edu](mailto:wyschka@uncw.edu)
  - Technology Problems, Test Proctoring, CLEP and DSST Exams

### ***Directions from the South***

- Follow Hwy 17 North to Jacksonville, NC. After passing MCAS New River's front gate, take the 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. Park in any available visitor parking area until you obtain your staff parking hang tag.

### ***Parking***

Faculty, staff and students will be issued a "hang tag" which can be used in any vehicle. Parking tags will be available at the security office in the SC building (cafeteria); these tags are FREE and must be displayed to park



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in “E” (staff/employee) parking. The “S” parking spaces are reserved for students, however, after 1:30 p.m.; employees can park in “S” parking spaces.

### **Security**

Emergencies should 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.

### **Classrooms**

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 and DVD players for your use.

UNCW instructors sign-in name will be your last name + first initial followed by .uncw. - Ex: smithj.uncw. You will then use a default password of Coastalxxx (where the xxx is will be the last three digits of your 850 number). The first time logging in you will be required to answer five security questions. After successfully completing the security questions, you will be asked to change your password.

The password must meet the following criteria:

- Must be at least 8 characters in length
- Must have at least 1 number in the first 8 characters
- Must have at least 1 capital letter
- Must have a least 1 lower case letter

**You will only have to complete this process one time.**

If in the future, an instructor cannot sign in on a computer, they should restart the computer which will reset it and it will automatically log in. Lastly, if they are still having a problem they may call the HELP Desk at 938.6123.

**Classroom assignments** are posted each semester on the Extension website at

<http://uncw.edu/onslow/classroom.html>

### **Virtual Synchronous Classes / VTC**

Classes held synchronous between the main campus and the Onslow Extension Site, are held in the Coastal Carolina CC Learning Resource Center (library) room LRC 201. This classroom is in high demand, as it is the only room on the Coastal campus with the technology capable of broadcasting/receiving VTC instruction. Departments requiring a VTC classroom for the term should book their classroom as far in advance as possible. The LRC 201 classroom requires a full time technician to coordinate with the main campus technician and to operate the equipment locally. **NOTE: If your class does not plan to use the VTC classroom during its scheduled time frame, you MUST notify the technician, Billy Bradley at [bradleyb@coastalcarolina.edu](mailto:bradleyb@coastalcarolina.edu) 910 938-6111** and if an alternate classroom is needed, contact Mary Anne Tayloe [tayloem@uncw.edu](mailto:tayloem@uncw.edu) 910.451.5266 to make arrangements.

### **Cafeteria/Snack Shop**

A cafeteria/snack shop is located in the Student Center building between the Learning Resources Center and the Business Technology building.



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### ***Photocopies***

Extension staff can make copies for instructors. To order photocopies, please email the request, along with documents to be copied, to the Office Manager at least **48 hours in advance**.

### ***Library***

CCCC and UNCW have collaborated to assist UNCW students with library services. Contact a library (LRC) staff member to put items on reserve. Students have access to any of the computers located on the lower level of the library and may print a limited number of pages each day.

### ***Bookstore Information***

Students have the option to buy/rent new or used (e)textbooks. Textbooks are shipped free of charge to Onslow Extension students by the UNCW Bookstore. Students should check the Onslow Extension website for more information.

### ***Disability Services***

Students needing to use UNCW's Disability Services should contact the Extension Office.

### ***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 courier; when an Extension staff member visits the main campus, the mail is taken to Wilmington and placed in campus mail and at this time any mail designated for the Onslow Extension Site will be picked-up and brought to Jacksonville.

### ***Holidays/Breaks***

UNCW Extension Site will follow **ALL UNCW** designated holidays. There will be days in which Coastal Carolina Community College will be closed and alternate arrangements for UNCW classes will be necessary. For the fall semester the only day affected will be:

*Friday - November 10 - Veterans Day*

### ***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 official last day of classes.

### ***Graduation***

In addition to the UNCW graduation held in Wilmington, Camp Lejeune holds a special graduation for all the schools on base once a year (in June). Students graduating in the fall and/or spring are encouraged to attend both graduation ceremonies and celebrate their achievements. Information on graduation may be found on the Onslow Extension website.