HAZARDOUS MATERIALS OPERATIONS

GATEWAYCC.EDU/**HAZMAT**

[INFORMATION PACKET**]**

HEALTH SCIENCES

GATEWAY COMMUNITY COLLEGE
A **MARICOPA** COMMUNITY COLLEGE

MARICOPA COMMUNITY COLLEGES

WELCOME LETTER

Welcome to the GWCC EMT community!
We are thrilled that you have chosen Gateway Community College to pursue an exciting and fulfilling career in Emergency Medical Services. This student handbook, developed by our dedicated staff and administration, is a comprehensive guide for all students enrolled in our programs. It is designed to supplement the Gateway Community College Student Handbook, so please familiarize yourself with all college policies and regulations and the information outlined here.

At GWCC EMT, we are committed to providing a supportive and enriching learning environment. Our experienced instructors and program supervisors are here to assist you every step of the way. Regardless of your background, we ensure equal opportunities for all students to learn, apply knowledge, and develop skills.

Once again, welcome to the GWCC EMT family. We are excited to embark on this educational journey together.

Sincerely,
Daniel Davis
Program Supervisor of EMT and Fire Programs

College Website: http://www.gatewaycc.edu

HAZMAT Program Website:
https://www.gatewaycc.edu/degrees-certificates/health-sciences/hazardous-materials-operations-1305n-cct

College Advising: gatewaycc.edu/advising; 602-286-8600; advisor@gatewaycc.edu

Daniel Davis, – Program Supervisor / 602.392.5354 / E-mail: daniel.davis@gatewaycc.edu
Please note that the curriculum and prerequisites for the program will be revised periodically. It is the applicant's responsibility to remain aware of any changes in admission requirements.

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Program Overview

This HAZMAT course is of utmost significance for individuals working in hazardous materials management and transportation. This extensive 40-hour training program has been designed to equip you with the essential knowledge and skills required for protecting yourself, your community, and the environment from the potential harms of hazardous materials.

Throughout this course, you will be exposed to an array of in-depth subject matters that explore the intricacies of hazardous materials management, including but not limited to hazardous materials identification, selection of protective equipment, spill response procedures, and emergency response planning.

You will also learn how to navigate and comply with various domestic and international regulations and standards governing hazardous materials management, such as the Hazard Communication Standard (HCS), the Occupational Safety and Health Administration (OSHA) regulations, the United Nations (UN) Model Regulations, and the International Air Transport Association (IATA) Dangerous Goods Regulations.

Additionally, you will be encouraged to engage in hands-on practical exercises, simulations, and case studies that simulate real-world hazardous materials incidents. Such scenarios will enable you to sharpen your problem-solving and critical thinking skills while providing you with invaluable experience of effective hazardous materials response techniques.

In conclusion, this HAZMAT course is a crucial investment for individuals who wish to develop and demonstrate their expertise in hazardous materials management and transportation. Enroll now and experience the difference that thorough and comprehensive training can make in ensuring you and your organization's safety and success.

Hazardous Materials Operations

The Certificate of Competency (CCT) in Hazardous Materials Operations provides training in basic methods of recognition and identification based upon the chemical and physical properties of hazardous materials; basic safety procedures when utilizing specific types of protective clothing and equipment; basic tactical information relating to scene management. Satisfies minimum standards for certification testing set forth by the current ProBoard and/or Arizona State Training and Certifying Authority.

Information Sessions

For more information on your program of interest, please attend one of the virtual information sessions. Participation in virtual information sessions is required (for some programs) and strongly suggested before enrollment. ***Participation in an information session prior to contacting an Advisor is highly recommended.***

Attend a Virtual Information Session:

· Visit https://www.gatewaycc.edu/virtual-sessions to register for a virtual information session:

To meet the advisor for the **Hazmat** program use the online scheduling tool listed below:

- Self-schedule an appointment with advisor **Phyllis G Rodriguez**
- https://maricopa.craniumcafe.com/group/clock-hour-advisors-/scheduler (Phyllis G Rodriquez phyllis.rodriguez@gatewaycc.edu)
- Email advising: advisor@gatewaycc.edu
- Or call the Front Desk (602) 392-5401

For a complete listing of Clock Enrollment Steps, visit gatewaycc.edu/enroll/clock-enrollment-steps.

Instructor Meet and Greet

Join us in-person every Wednesday from 3:30 p.m. to 4:30 p.m. at the SouthWest Skill Center for a chance to meet with the instructors and learn more about the program!

- Check in at the SouthWest Skill Center front desk when you arrive.
- Please arrive early. Those arriving more than five minutes late will not be permitted to attend.
- Sessions are not held when GateWay is closed for a holiday.

Please click here to pre-register.

Apply for Program

If you are just starting college or new to Maricopa Community Colleges, or you already have an account and need to complete an application, reapply visit www.gatewaycc.edu and follow the directions below to apply for the program.

- Select "Apply Now" at the top of the page, in the banner.
- New Students click "New Student" and follow prompts
- Prior MCCCD Students click "Returning Student" and login. If you cannot remember your MEID and password, click "Forgot your Username?" and/or "Forgot your Password?" for assistance.

Application:

Enter/Verify Current Information	
Primary College of Interest	**GateWay Community College**
Field of Interest	**Health Sciences**
Primary Reason for Attending:	**Get a Certificate**
Select a Plan	**Hazardous Materials Operations (CER)**
Select Expected Start	**Select Academic Year**

Call the Front Desk (602) 392-5401 and ask for Enrollment Services if you need assistance.

Request Enrollment

Using your Maricopa Student Email address, email an enrollment request to:
mailto:clockenroll@gatewaycc.edu
In your email, be sure to include:
- Program name and desired start date
- The funding source you intend to use to pay for your classes (self-pay, FAFSA, VA benefits, etc.)

Enrollment is based on eligibility, completed documents, and space in the program.

Uniforms and Professional Appearance

- Well-kept shirt
- Pants
- Closed-toe shoes

Program Costs *

REQUIRED TUITION AND FEES

PROGRAM TUITION AND FEES	HAZMAT
Registration Fee	$15
Tuition Clock Hour	$200
Course Fees	$0
TOTAL Tuition & Fees	$215

ADDITIONAL EXPENSES ESTIMATED COST

ADDITIONAL EXPENSES	ESTIMATED COST
Books	$20+

Please note that these are only estimates and may change. Additional fees may apply.

Payment Options

Once you register for your classes, you will need to pay your tuition. There is no single best way to pay your tuition, but knowing your options will help you create a plan that works best for you.

Take action early if you plan to apply for financial aid or need to set up a payment plan. Be sure to monitor your Maricopa student email and Student Center regularly for new payment balances, due dates, and other updates, such as financial aid awards.

Students are responsible for the total program cost, which includes tuition and fees, out-of-pocket expenses, and any additional expenses associated with this program. Each student is expected to secure sufficient financial aid or Agency funding for their tuition and fees, and/or establish a payment plan during their enrollment.

We understand that the process of paying for college involves many steps. Because tuition & fees are due before classes start, we have compiled the following list of payment methods now accepted by the College.

Please Note: You will not be able to obtain your certification until your tuition & fees are paid in full.

 For payment options and timeframes, visit https://bit.ly/GWCCWaysToPay

Scholarship Information and Alternate Funding Sources
- Visit https://www.mcccdf.org/scholarships/ for more information
- For details regarding scholarship opportunities, please visit https://www.gatewaycc.edu/scholarships

What you should know about payment plans:
- This is not a loan program
- No interest or finance charges will be assessed
- No credit check
- Down payment is required
- Divides payments over time period

Contact Student Business Services for details at (602) 238-4347 or (602) 286-8277, as payment plans differ depending on the program.
- 10% down payment due 30 days prior to start date
    - 1 – 6 scheduled payments require 10% down payment plus $25 enrollment fee*
    - 7 – 12 scheduled payments require 10% down payment plus $45 enrollment fee*

Payment Plans must be set up online through your Student Center. All payment options require an immediate (same-day) down payment. If you choose to sign-up for the payment plan, please do so before your tuition due date, otherwise, your classes may be dropped.

* Nelnet payment plan enrollment fee is non-refundable

You May Pay Your Tuition & Fees By:
- Automatic Bank Payment (ACH) - This is a pre-approved bank-to-bank transfer of funds from your checking or savings account, processed on the 5th of each month until your balance is paid in full within your enrollment period.
- Credit Card - Monthly payments will be automatically charged to your credit card, processed by American Card Services, Inc. on the 5th of each month until the balance is paid in full within your enrollment period. eCashier registration is available online with this option

Use this link to pay for College gatewaycc.edu/pay-college

Your Financial Account

- For your convenience, you can view your financial account activity in your Student Center located at Students | Maricopa Community Colleges
- Credit/debit payments can be made online through MCCCD Student Center, in person at Student Business Services Department, or over the phone at (602) 238-4347 or (602) 286-8277
- Cash/check payment can be made in person at the Student Business Services Department (Check website for hours).

Payment Reminders

If you applied for and received financial aid, please check your student center to determine if you have any To Do List items as this may prolong being Awarded.
- Students unable to secure financial aid prior to their start date will be required to utilize a payment plan or third-party funding source.
- Your seat will not be secured until you have verified funding for your program. Failure to secure your seat by your due date may result in a drop from your program for Non Payment.
- Continued enrollment in the program is contingent upon the ability to secure tuition funding. Students who do not adhere to tuition payment guidelines will be withdrawn from the program.
- Students who are withdrawn prior to the program start date due to failure to comply with tuition payment guidelines will void their seat in class and it will be given to the next student in line who is on the waitlist.

Refund Policy

Students who officially withdraw from classes within the withdrawal deadlines listed below will receive a 100% refund for tuition, course and registration fees. Deadlines that fall on a weekend or a college holiday will advance to the next college workday except for classes fewer than 10 calendar days in length or as specified by the college. Calendar days include weekdays and weekends. Refer to individual colleges for withdrawal and refund processes. Never attending is not an allowable refund exemption or an excuse of the debt incurred through registration.

Length of Class	Official Withdrawal Deadlines for 100% Refund
1-9 calendar days	Prior to the class start date
10-19 calendar days	1 calendar day including the class start date
20-29 calendar days	2 calendar days including the class start date
30-39 calendar days	3 calendar days including the class start date
40-49 calendar days	4 calendar days including the class start date
50-59 calendar days	5 calendar days including the class start date
60-69 calendar days	6 calendar days including the class start date
70+ calendar days	7 calendar days including the class start date

* Course fees will be refunded only if the student qualifies for a 100% refund. Debts owed to any MCCCD college must be satisfied before any refunds are paid to the student. Refunds for students receiving federal financial assistance are subject to federal guidelines. Requests for exceptions to the refund policy must be filed within one year from the semester in which the course was taken.

Visit this webpage for additional information:
https://www.maricopa.edu/students/tuition-payment-information/student-refunds

How to Obtain a Refund

When dropping classes, you must officially do so during the refund period to be eligible for a refund. You can do this online using your Online Student Center or in person at your college's Admissions, Records, and Registration office.

Once you have officially dropped from your classes, and if you are eligible for a refund, you must contact Student Business Services at your college to receive your refund.

Student Business Service processes all refunds. All refunds of cash, check, and checking/saving payment plan payments are issued through the Maricopa Student Refund Program (MSRP). No refunds of cash are available. Refunds of credit card payments will be made only to the credit card on which the original payment was processed.

To ensure you receive your refund as quickly as possible, make sure your current address is correct, and update it if necessary in your Student Center in the Personal Information section.

If financial aid was used to pay your tuition, you may receive a refund via your selected refund method for any funds remaining after your tuition, fees, and other charges have been paid.

Click this link for additional information:
https://www.maricopa.edu/students/tuition-payment-information/student-refunds

Disability Resources

Students with disabilities who believe that they may need accommodations in a class or program must contact the Disability Resource Center (DRC) at Gateway at (602) 286-8171. The Director of Disability Resources, Learning, & Testing Services is responsible for determining a student's eligibility for services and will notify the faculty in writing of the accommodations requested. During the first class session, faculty members shall announce that students may meet with them during office hours if they need special accommodations for a disability. If you have a question or concern, please contact the DRC.

gatewaycc.edu/disability-resources | email: disability.services@gatewaycc.edu | 602-286-8171

Medical Marijuana Policy

Maricopa Community Colleges prohibit the possession and use of marijuana on all campuses and in all off-campus student activities, including clinical externship and clinical learning experiences in health programs. This policy is dictated by Arizona Revised Statutes § 15-108, which prohibits any person, including a medical marijuana cardholder, from possessing or using marijuana on the campus of any public university, college, community college or post-secondary education institution. Federal legislation prohibits any institution of higher education that receives federal funding from allowing the possession and use of marijuana.

Maricopa Community Colleges receive federal funds through grants and financial aid. Maricopa Community Colleges continue to enforce current policies regarding controlled substances and any student or employee who violates university policy prohibiting the use or possession of illegal drugs on campus or in student activities - including educational externship - will be subject to disciplinary action and criminal prosecution.

Urine drug screens are required of students prior to attending healthcare clinical externship. Medical marijuana, or its metabolite, is not an accepted substance in urine drug screens and will result in a positive urine drug screen. Students with a prescription for medical marijuana would not be considered exempt from urine drug screening.

Nondiscrimination Policy

The Maricopa County Community College District does not discriminate on the basis of race, religion, color, national origin, sex, handicap/disability, sexual orientation, age, or Vietnam era/disabled Veteran status in employment or in the application, admission, participation, access and treatment of persons in instructional or employment programs and activities.

Notice

GateWay Community College reserves the right to change, without notice, any materials, pricing, information, curriculum requirements, and regulations stated in this publication

STUDENT RESOURCES

Courtesy of the Student Help Desk

Admissions and Records **CALL:** (602)286-8200 (Option1) **HOURS:** M -Th, 8a – 6p **LOCATION:** IE1214 **CHAT:** https://www.gatewaycc.edu/chat **EMAIL:** enroll@gatewaycc.edu or mailto:clockenroll@gatewaycc.edu **WEBSITE:** https://www.gatewaycc.edu/students/admissions-and-records	**Financial Aid Office** **CALL**: (602) 286-8117 **HOURS:** M – Th, 8a to 6p **LOCATION:** IE1214 **CHAT:** https://www.gatewaycc.edu/chat **EMAIL**: finaid@gatewaycc.edu **WEBSITE**: https://www.gatewaycc.edu/pay-college/financial-aid	**Student Business Services** **CALL:** (602) 238-4347 or (602)286-8277 **HOURS:** M-Th, 8a-6p **LOCATION:** IE1214 **EMAIL:** mailto:DL-GWC-CAS@gatewaycc.edu **WEBSITE:** https://www.gatewaycc.edu/pay-college
Academic Advising **CALL:** **Washington Campus and 18th St.**: (602)286-8600 **HOURS:** 8a-6p Call to schedule an appointment **Trade and Technical Training Programs**, **Central City Campus and 18th St.** (602)649-3722 **Southwest Skill Center:** (602)392-5401 **ROOM # (Washington St.)**: IE1214 **WEBSITE:** https://www.gatewaycc.edu/students/academic-advising	**Learning Center** **CALL:** (602)286-8800 **Summer Hours:** May 30 – Aug 3 **Virtual Hours:** M –Th, 8a-6p **In-Person Services** (Computer lab, Printing, and Study Space)**:** M-Th, 8a – 3p **LOCATION**: IE2108 **EMAIL**: lctutoring@gatewaycc.edu **WEBSITE:** https://www.gatewaycc.edu/students/learning-center	**Veterans Services Center** **CALL:** (602)286-8076 **HOURS**: M-Th, 7:30a-6:00p **LOCATION:** MA1220 **EMAIL**: veterans@gatewaycc.edu **WEBSITE:** https://www.gatewaycc.edu/students/veterans-services

Testing Center

CALL: (602)286-8160

HOURS: M – Th, 8a-5p

LOCATION: IE 1252

EMAIL: testing@gatewaycc.edu

WEBSITE:
https://www.gatewaycc.edu/students/testing-center/testing-essential-skills-center

Disability Resources & Services

CALL: (602)286-8171

Hours: M-Th, 9a-4p;

Appointment Hours: M-Th, 9a-4p

LOCATION: IE1202

EMAIL:
disability.services@gatewaycc.edu

WEBSITE:
https://www.gatewaycc.edu/disability-resources

Library

REFERENCE DESK: (602)286-8458

CIRCULATION DESK: (602)286-8454

Summer 2023 Hours: May 30 – Aug 3

HOURS: M-Th, 10a – 4p

LOCATION: IE1115

EMAIL: library@gatewaycc.edu

WEBSITE:
https://www.gatewaycc.edu/students/library

Student Help Desk

CALL: (602)286-8413 (Option 6)
CHAT: gatewaycc.edu/chat

HOURS: M-Th, 8a-5p

LOCATION: IE1120

EMAIL:
studenthelpdesk@gatewaycc.edu

WEBSITE: https://www.gatewaycc.edu/student-help-desk
For 24/7 Support: (888)994-4433

Children's Learning Center

CALL: (602)286-8130

HOURS: M-Th, 7a-5p

LOCATION: Between the CH and CP buildings on the Washington campus (until Aug., MA11 is home because of remodeling)

EMAIL: clc@gatewaycc.edu
WEBSITE:
https://www.gatewaycc.edu/childcare

Bookstore

CALL: (602)286-8400

HOURS: M, W, 10a -3p; T, Th, 11a -4p

LOCATION: MA1200

Bookstore Manager:
Daniella Hernandez

CALL: (602)286-8318
FAX: (602)286-8319

EMAIL: 0179mgr@follet?

WEBSITE:
https://www.gatewaycc.edu/bookstore
ORDER ONLINE:
https://www.bkstr.com/gatewayccstore

Counseling

CALL: (602)286-8900

HOURS: M-Th, 9a-2p; Schedule an appointment.

LOCATION: MA1300

EMAIL: Counseling@gatewaycc.edu

WEBSITE:
https://www.gatewaycc.edu/counseling

CRISIS LINE:

La Frontera EMPACT: (480)784-1500

National Suicide Prevention Lifeline:
1 (800) 273-8255

Online & remote learning:

WEBSITE:
https://www.gatewaycc.edu/students/classes

Student Success Services

CALL: (602) 286-8082

HOURS: M-Th, 8a-5p

LOCATION: MA1372

WEBSITE:
https://www.gatewaycc.edu/student-success

Ace Program (602)286-8195

Dual Enrollment (602)286-8195

Hoop of Learning (602)286-8195

Trio Upward Bound, (602)286-8201

TRIO SSS (602)286-8199

Gecko Gear Up (602)286-8178

Honors Program: honors@gatewaycc.edu

Campus Tours: (602)286-8178

Student Life & Leadership

CALL: (602)286-8700

HOURS: M-Th, 8a-6p

LOCATION: MA1132

WEBSITE:
https://www.gatewaycc.edu/student-life

Director: Jesse Palacio (602)286-8141
Email: palacio@gatewaycc.edu

Coordinator:
Ila Washington (602)286-8207

Email: washington@gatewaycc.edu

Campus Dining

Gecko Café:

CALL: (602)286-8308

HOURS: M-Th, 7:30a -2:00p

LOCATION: MA1114

Director, Dining Services:
Victor Teran
Email: victor.teran@gatewaycc.edu

WEBSITE:
https://www.gatewaycc.edu/dining

Gecko Espresso: M-Th, 7-1

Year Up

CALL: (480)376-0898

In-Person: T, Th 8:00a – 4:30p

Virtual: M, W........... 8:00a – 4:30p
Fri................ 8:00a – 2:00p

LOCATION: MA2113

EMAIL: azadmissions@yearup.org

WEBSITE:
https://www.gatewaycc.edu/degrees-certificates/year

Diversity, Equity, & Inclusion

Coordinator: Mikaela Figueroa

CALL: (602)286-8220

HOURS: M – Th, 8a – 6p

LOCATION: MA1150

EMAIL: dei@gatewaycc.edu

WEBSITE:
https://www.gatewaycc.edu/diversity-equity-inclusion

Gateway Early College High School

CALL: 602-286-8759

HOURS: M-Th, 7a-5p

LOCATION: MA2350

EMAIL: GWECHS@gatewaycc.edu

WEBSITE:
https://www.gatewaycc.edu/gateway-early-college-high-school

Career Center

CALL: (602)286-8500

HOURS: M-Th, 8a-6p

LOCATION: IE1234

EMAIL: careercenter@gatewaycc.edu

WEBSITE:
https://www.gatewaycc.edu/career-services