Dear Families,

Welcome to the College of Charleston community! We are so pleased that your student has chosen the College of Charleston. College is a time when important changes take place in young people. They are taking their first steps out of familiar territory and into their futures.

The family calendar will be a valuable resource to you during your student's first year at the College of Charleston. Each month, you can view important academic dates in addition to helpful information in the monthly sidebar topics. The A-Z guide at the back of the calendar describes the services many campus offices provide.

We're looking forward to welcoming you and your student to our campus community. In the meantime, let us know if there's anything we can do to help.

Thank you again for choosing the College of Charleston.

Sincerely,

Melinda Miley
Assistant Vice President, Educational Programs & Services

Dear Families,

Welcome to the College of Charleston community. We are very excited that your student has selected the College to continue their journey of academic and personal growth. Your student's success is a shared goal for all of us and we encourage you to learn about the many campus opportunities and support services available. This Family Calendar is designed to keep you informed of significant dates, answer frequently asked questions, address common concerns, and serve as a resource. We are pleased to assist you and your student and look forward to sharing this journey with you.

Sincerely,

Stephanie Auwaerter
Director of Orientation
Cougar Family Connections
Parent Listserv and Blog Instructions

The cofcparent listserv is a communication tool providing the College of Charleston parent and family community an opportunity for discussion with other parents and College of Charleston staff and as a source to ask questions.

When you post a message to be shared with the listserv, your email submission is distributed to everyone who has signed up to be included on the cofcparent listserv.

To become a member of the cofcparent listserv:
1. Go to cofc.edu/parents.
2. Go to the parent listserv and blog section of the page, located on the left side bar.
3. Complete the online subscription form.
4. You will receive an email to the email address you entered. Follow the link in the email to confirm your subscription to the cofcparent listserv. The submission of your e-mail address when you join the listserv confirms that you have reviewed and agree to the terms and conditions of the Parent Listserv Agreement (pdf). If you do not agree with the listserv agreement, or if you are not a member of the College of Charleston faculty, staff, student body, or the parent of a College of Charleston student, do not submit your name and e-mail address to join the Parent Listserv.

The College of Charleston also offers a parents blog for parents and family members to keep updated on listserv postings from college faculty, staff and administrators. By signing up for the email subscription, you will receive an email once a day if there are any new postings to the blog.

To read the parents blog visit blogs.cofc.edu/parents/.

Dates are subject to change. Please refer to registrar.cofc.edu/calendars for the most up-to-date academic calendars.
### Freshman year student/parent expectations

- **Move in day/saying goodbye:** As a parent you will be experiencing a vast array of emotions on this exciting day. However, it is essential that you convey both support and encouragement for your student. Move in is also a great time to meet roommates and their parents.

- **The first week:** Many students face new freedoms and responsibilities during this time. Offer a listening ear but don’t take over their responsibilities for them. Allow your student to make choices but be there as a system of support.

- **The overwhelmed student:** Many first year students experience anxiety when college seems difficult, confusing or overwhelming. How can you help? Remember that sometimes stress speaks louder than reality. Listen to your student’s concerns, ask questions to help them figure out a solution (but don’t solve things for them) and encourage them to persevere. In developing autonomy, students need to work out these predicaments on their own.

- **Discovering their niche:** When school begins, many students will be searching for their place among new friends and new activities. Encourage your student to get involved in campus. Involvement is crucial to meeting new friends, building resumes and developing life skills that aren’t learned in the classroom.

### July 2015 Calendar

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Information based on Chapter V: The Academic Year in Empowering Parents of First-Year College Students: A Guide to Success
### What your Student Should Bring Back to School

- Cougar Card/Student Identification
- Textbooks for class, if purchased
- Parking pass for move in
- Items for your Residence Hall Room.

Please visit reslife.cofc.edu/campus-housing/housing-list.php for a complete listing of what to bring and what to leave at home.

- The student health form should be completed and returned to Health Services before classes begin. Download the health form at http://studenthealth.cofc.edu/

### Dates

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Dates are subject to change. Please refer to registrar.cofc.edu/calendars for the most up-to-date academic calendars.
### Get involved…Register to Vote

Your students are individuals who have opinions and ideas. Some might be unique; others might run similar to or counter to the majority. Whatever the case may be, it’s important that candidates and public officials pay attention to issues— and pay attention to constituents.

That happens in the voting booth every Election Day.

If your student is a South Carolina resident, they can vote in Charleston, or use an absentee ballot to vote. Voters are legally entitled to choose. Your student can pick up a South Carolina voter registration form at either the Office of the Dean of Students (Stern Student Center, 3rd floor) or the Center for Civic Engagement (Lightsey Center, 2nd floor).

If your student is not from South Carolina, has not registered to vote and wants to register, they can access a national online voter registration form from the Rock the Vote website at rockthevote.org. If your student is not from South Carolina and is registered in another state, be sure to remind them to request an absentee ballot well in advance of an election.

The College of Charleston is committed to helping all students register to vote so that they can make their voices heard. If you have questions, e-mail cofcvotes@cofc.edu.

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**September 2015**

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### Conversation Starters

**Keep the lines open**

- Ask open-ended questions about classes and assignments that encourage a response rather than just yes or no answer.
- Recognize your student’s ability to meet certain family obligations may be limited due to new responsibilities.
- Share details regarding the cost of education and/or the financial aid process with your student. Talk about budgeting money and credit card debt.
- Allow your student to explore their own interests and refrain from making decisions regarding major or course selections.
- Encourage your student to participate in extracurricular activities.
- Encourage students to register their bike, laptop and other personal items with public safety.
- Ask your students how often they use the library. To see where your student spends so much time, check out cofc.edu/library/index.php for more information on the Addlestone Library.
- Ask your student what experiences are challenging and what experiences are going well.

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### Safety Resources on Campus

**Security Enhancements:**
Visit [publicsafety.cofc.edu](http://publicsafety.cofc.edu) for more information

- **Cougar Alert,** the emergency mass notification system for the College of Charleston, is used to communicate prior to, during, and after emergencies
- **Public Safety Community-Oriented Policing Initiative** (restructure of campus patrol areas – North/ South Campus Teams that solidify manpower, maximize resources and provide a more personal approach to campus security)
- **Community-Oriented Policing and Crime Prevention Officers** schedule meetings as necessary if a crime trend is identified
- Joint patrols with the City of Charleston Police Department
- 24/7 Crime Action Line and 24/7 Campus Escort Service
- **Silent Witness:** On-line Anonymous Reports
- Over 40 emergency call boxes and 300 CCTV cameras around campus - over 60 covering public areas (ex., walkways)
- **Whistle Program:** Students can pick up free whistles at Public Safety to use in case of an emergency
- **Public Safety Annual Safety Walk:** Conducted with Student Government Association representatives and students. This walk identifies safety and security issues.

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- **Daylight Savings Ends**
- **Veteran’s Day**
- Last day to withdraw with a grade of “W” from Express II classes
- **Thanksgiving Holiday.** No classes. Residence Halls remain open
- **Thanksgiving Holiday.** No classes. College Closed. Residence Halls remain open
- **Thanksgiving Holiday.** No classes. College Closed. Residence Halls remain open

Dates are subject to change. Please refer to registrar.cofc.edu/calendars for the most up-to-date academic calendars.
### Continuing Conversation Starters

**During Winter Break discuss:**
- Classes, attendance and study habits
- Choices regarding drinking
- Balancing school, work and social time
- Rules when home during break
- Getting involved on campus
- Staying in touch with family while away at school
- Living on or off campus

### Notes

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**Dates are subject to change. Please refer to registrar.cofc.edu/calendars for the most up-to-date academic calendars.**
**Spring Semester Begins**

### What Families Can Do

Congratulations to your student for completing the fall semester! When your student returns to campus for the spring semester there will be new opportunities and challenges waiting. Students are excited about reconnecting with friends and campus activities while sad about leaving behind family and old friends. The new semester also brings new classes and faculty. Encourage your student to make the most of the new semester by:

- Connecting with faculty and staff on campus.
- Participating in extracurricular activities offered through Student Life (studentlife.cofc.edu) or Campus Recreation (campusrec.cofc.edu).
- Discussing career plans with a counselor from the Career Center (careercenter.cofc.edu).
- Using the Center for Student Learning (csl.cofc.edu) for academic support from study skills training to supplemental instruction.
- Visiting Health Services (studenthealth.cofc.edu) if they feel sick or experience a loss of appetite or inability to sleep.
- Meeting with an academic advisor (advising.cofc.edu) to plan for future coursework.
- Making an appointment with a counselor from Counseling and Substance Abuse Services (counseling.cofc.edu) if they feel stressed, depressed, homesick or issues with drugs or alcohol.

### Dates

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<td>Spring full semester and Express I classes begin</td>
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<td>Last day Drop/Add full semester classes</td>
<td>Last day for students to submit a request to Audit or apply for pass/fail grade option</td>
<td>Deadline to change/cancel meal plan at Dining Services Office</td>
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### Tips for Students

**What Families Can Recommend**

- Use the Center for Student Learning (tutors, labs, workshops).
- Use an advisor to help you plan the semester.
- Manage time. Set up a daily schedule and stick to it. Prepare a monthly schedule of all commitments and plan ahead.
- Assess study habits and use those skills that best fit your student's learning style.
- Use note cards for studying.
- Study with a group – this often helps memory and enhances the retention of the information for long term use.

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Dates are subject to change. Please refer to registrar.cofc.edu/calendars for the most up-to-date academic calendars.
Responsibility
College Students Can Benefit From:
• Alternative Spring Breaks. Visit blogs.cofc.edu/volunteer.
• Managing time and using a planner.
• Exercise, vitamins, sleep and eating regular meals.
• Participating in co-curricular activities.
• Arranging a course schedule in consultation with an academic advisor.
• Taking responsibility for the consequences of decisions.

Notes

Dates are subject to change. Please refer to registrar.cofc.edu/calendars for the most up-to-date academic calendars.
### Stay Connected

**What Families Can Do**

- Be aware of the support services available at the College of Charleston.
- Encourage involvement in new opportunities for growth.
- Discuss academic and career goals with your student.
- Visit the College of Charleston website at cofc.edu.
- Inquire about your student’s academic advisor, major, and involvement in student life activities.
- Ask questions about your student’s academic experience.

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### Notes

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Dates are subject to change. Please refer to registrar.cofc.edu/calendars for the most up-to-date academic calendars.
Parking Information for Move-Out from Residence Halls

The College of Charleston wants to provide convenient parking and clear instructions for the families of students moving out of residence halls for the summer.

Be advised that any street parking other than metered spaces will be ticketed by The College of Charleston and/or the City of Charleston. Parking on streets in non-designated areas restricts traffic flow and creates safety concerns. Leaving someone to stand guard at a vehicle that is parked on the street will not prevent that vehicle from being ticketed.

**Tip:** Don’t forget to bring hand trucks or dollies for move-out. Each residence hall will have a limited number in the lobby, so it may be a good idea to bring your own to assist in the moving process.

During move-out, selected surface lots will be available for parking on the dates and times posted by Parking Services. In addition, selected lots will not be ticketed during specific time frames for move out. For an up-to-date list of selected parking lots for spring 2016 move out, please visit reslife.cofc.edu. (Please note that this information will be posted at the beginning of April 2016.) For lot locations, please consult the College of Charleston Parking Map. Printed copies of the map are available at Parking Services or Public Safety.

**GARAGE PARKING**

For students who are moving out at times when there will not be surface lot availability or for students whose residence halls are close to the PG, GG or WG garages, we will offer complimentary two-hour garage parking for one vehicle per student. Students must request a voucher by presenting their valid student ID to Parking Services during normal business hours. Please visit reslife.cofc.edu for detailed information about vouchers, move out procedure, and garage availability and location or email reslife@cofc.edu if you have any questions.

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### May 2016

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Dates are subject to change. Please refer to registrar.cofc.edu/calendars for the most up-to-date academic calendars.
### Summer Success Tips

**Tips from the Career Center**

- Congratulations to your student for completing an academic year in college! Now it’s time to enjoy the summer, relax and get rejuvenated for the upcoming year.
- Consider volunteer opportunities with an organization that your student finds of interest.
- If your student wants to explore careers, check out the “What Can I Do With a Major In…?” link on our website: careercenter.cofc.edu.
- Suggest some information interviewing with some professionals in a field your student might be considering or is interested in.
- Encourage experience that will help your student gain skills, network and learn about a field.

**Before students begin their search for a great summer job, they may ask themselves:**

- Where do I want to work?
- What kind of a job do I want to have?
- Do I want my job to be related to my major?
- Is money an issue?
- What environment do I want to work in?

**Students going home for the summer? They can find a job by:**

- Networking
- Searching their local paper’s job postings online
- Registering with temporary employment agencies on the web
- Contacting their local Chamber of Commerce for employer lists
- Searching CISIERNonline for jobs in their area

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**June 2016 Calendar**

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Dates are subject to change. Please refer to registrar.cofc.edu/calendars for the most up-to-date academic calendars.
# Table of Contents

The College of Charleston A-Z Parents’ Guide

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising and Planning Center</td>
<td>1</td>
</tr>
<tr>
<td>Academic Requirements</td>
<td>1</td>
</tr>
<tr>
<td>Academic Services</td>
<td>2</td>
</tr>
<tr>
<td>Addlestone Library</td>
<td>2</td>
</tr>
<tr>
<td>Attendance Policy</td>
<td>2</td>
</tr>
<tr>
<td>Barnes &amp; Noble at College of Charleston</td>
<td>3</td>
</tr>
<tr>
<td>Campus Recreation Services</td>
<td>4</td>
</tr>
<tr>
<td>Career Center</td>
<td>4</td>
</tr>
<tr>
<td>Center for Civic Engagement</td>
<td>4</td>
</tr>
<tr>
<td>Center for Excellence in Peer Education</td>
<td>5</td>
</tr>
<tr>
<td>Center for International Education</td>
<td>5</td>
</tr>
<tr>
<td>Center for Student Learning</td>
<td>5</td>
</tr>
<tr>
<td>Class Rank</td>
<td>6</td>
</tr>
<tr>
<td>Computers on Campus</td>
<td>6</td>
</tr>
<tr>
<td>CougarAlert: Emergency Notification System</td>
<td>7</td>
</tr>
<tr>
<td>Cougar Card Services</td>
<td>7</td>
</tr>
<tr>
<td>Cougar Shuttle</td>
<td>8</td>
</tr>
<tr>
<td>Counseling and Substance Abuse Services (CASAS)</td>
<td>8</td>
</tr>
<tr>
<td>Dining Services</td>
<td>9</td>
</tr>
<tr>
<td>Email for Students</td>
<td>10</td>
</tr>
<tr>
<td>Emergency Preparedness</td>
<td>10</td>
</tr>
<tr>
<td>Family Weekend</td>
<td>11</td>
</tr>
<tr>
<td>Grade Point Average</td>
<td>11</td>
</tr>
<tr>
<td>The Grading System</td>
<td>12</td>
</tr>
<tr>
<td>Health Services</td>
<td>12</td>
</tr>
<tr>
<td>Legal Residency</td>
<td>13</td>
</tr>
<tr>
<td>Office of Mail Services</td>
<td>13</td>
</tr>
<tr>
<td>Multicultural Student Programs and Services</td>
<td>14</td>
</tr>
<tr>
<td>MyCharleston</td>
<td>14</td>
</tr>
<tr>
<td>New Student Programs</td>
<td>14</td>
</tr>
<tr>
<td>Off-Campus and Commuter Student Services</td>
<td>15</td>
</tr>
<tr>
<td>Office of Institutional Diversity</td>
<td>16</td>
</tr>
<tr>
<td>Office of Sustainability</td>
<td>16</td>
</tr>
<tr>
<td>Office of Victim Services (OVS)</td>
<td>17</td>
</tr>
<tr>
<td>Parent Advisory Council (PAC)</td>
<td>18</td>
</tr>
<tr>
<td>Parents’ Fund</td>
<td>18</td>
</tr>
<tr>
<td>Parking Services</td>
<td>18</td>
</tr>
<tr>
<td>Public Safety</td>
<td>19</td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td>20</td>
</tr>
<tr>
<td>Residence Life and Housing</td>
<td>20</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>21</td>
</tr>
<tr>
<td>Summer Sessions</td>
<td>22</td>
</tr>
<tr>
<td>Treasurer’s Office</td>
<td>23</td>
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<tr>
<td>Who Does What?</td>
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The Academic Advising and Planning Center (AAPC) prepares undergraduate students to navigate all aspects of academic planning by promoting an atmosphere that encourages self-exploration and resource utilization in support of academic success, as well as the timely and informed pursuit of an academic major. As such, successful academic planning is a shared endeavor between students and advisors. Students are encouraged to cultivate their relationship with their academic advisor by meeting with them early and often. Professional academic advisors teach undergraduate students the general education requirements of the liberal arts curriculum, the online degree audit system, the policies of the College of Charleston and point them to campus resources. Students are encouraged to make well-informed academic decisions through regular consultation with their academic advisor and ultimately take personal responsibility for their educational plan.

Incoming students, with a few exceptions, will be assigned to an academic advisor in the AAPC. During their first academic year, students will have mandatory advising sessions to explore their interests, discuss course options, consider majors, plan for the future, and address academic strengths and challenges. Students can call the AAPC or go online to the MyCharleston Academic Services tab to schedule appointments.

Academic Requirements

A liberal arts and sciences education is built on a foundation of required courses that represents a variety of academic disciplines – from the arts, math and the natural sciences to humanities, social sciences and languages. In order to graduate, you’ll need to successfully complete general education requirements, satisfy the First-Year Experience (when applicable) plus your major requirements, and some electives, for a minimum of 122 credit hours. You will need a minimum grade point average of 2.0 in all courses taken at the College.

Every new student should become familiar with the Undergraduate Catalog, especially the academic regulations section. Go to catalogs.cofc.edu/ to look through the current catalog.

General Education Requirements

- Students must fulfill the general education requirements in effect at the time of their matriculation at the College of Charleston. Matriculation is defined as the first term of degree seeking enrollment or first term of readmission at the College. The general education requirements catalog year remains fixed during the period of time a student is continuously enrolled.
- First-Year Writing – Complete English (ENGL) 110, Introduction to Academic Writing, or one of the approved course credit combinations satisfying the first-year writing general education requirement.
- History – Complete one course in pre-modern history and one course in modern history from the list of approved courses satisfying the history general education requirement (6 credit hours). The two courses do not have to be taken from the same department or in sequence.
- Natural Science – Complete 8 credit hours of an introductory or higher sequence (of which 2 credit hours must be earned in the accompanying laboratories) from the list of approved course sequences satisfying the natural science general education requirement.
- Mathematics or logic – Complete 6 credit hours from the list of approved courses satisfying the math or logic general education requirement. All students must complete an online math placement assessment prior to enrolling in a math course.
- Foreign language – Complete the 202-level or its equivalent or demonstrate proficiency at that level of an approved course satisfying the foreign language general education requirement.
- Social Science – Complete 6 credit hours from the list of approved courses satisfying the social science general education requirement.
- Humanities – Complete 12 credit hours from the list of approved courses satisfying the humanities general education requirement with no more than 6 credit hours with the same course acronym.

For the most current information regarding the General Education Requirements, including approved course listings, please visit: registrar.cofc.edu/general-edu/index.php
The College of Charleston A-Z Parents’ Guide

Academic Services
Undergraduate Academic Services
Lightsey Center
e-mail: undergrad@cofc.edu
website: undergrad.cofc.edu

The Office of Undergraduate Academic Services works closely with faculty, staff, students and parents to uphold and enforce academic standards and policies as outlined in the undergraduate catalog. This office is committed to providing information and guidance related to academic policies and procedures as well as referrals to the appropriate academic support offices. Students who are having difficulties that are impacting their academics are encouraged to call the office to schedule an appointment.

Addlestone Library
205 Calhoun Street, Charleston, SC 29401
phone: 843.953.5530- fax: 843-953-8019
website: cofc.edu/library

The library is open more than 110 hours per week during most of the semester and stays open 24/7 towards the end of each semester. The Lowcountry Digital Library digitizes and makes accessible unique local resources from a dozen partner institutions in the region. Our friendly and knowledgeable librarians will help your student find exactly what they need to get assignments completed. They are available at the Information Desk for walk-up service or by appointment for in-depth research consultations.

On the first floor, there are 260 computers, the video/dvd collection, room 136 for video editing, and 2 service desks for assistance.

On the second floor, there are group study rooms and the book collection.

The third floor is home to the print periodical collection, the faculty resource room, more group studies as well as the grand reading room and graduate study room. Special Collections, ranging from ancient Greek coins to medieval and modern manuscripts and rare books, offers students the opportunity to work directly with unique materials. The SC Historical Society’s rare research materials are also available to students.

Avery Research Center For African American History And Culture (ARC)
The Avery Research Center is located in a historic building at 125 Bull Street. It houses an archival repository, research library, small museum, and cultural center for public programming. Its archival collections include more than 167 manuscript collections, 800 artifacts, 4,000 photographic images, and a large number of audio and video recordings that preserve and exhibit the unique historical and cultural heritage of African Americans in the South Carolina Lowcountry from colonial America to present day. The Avery Research Center also holds lectures, gallery exhibits, and cultural events throughout the year.

The John Rivers Communications Museum
Located in the Elliot House, built in 1803 at 58 George St., tour display rooms highlight a wonderful collection of antique radios, televisions, phonographs, telephones, magic lanterns, motion picture projectors, and other items related to the history and entertainment of the communications and broadcasting fields.

Attendance Policy
Absence Memo Office (AMO)
67 George Street
White house next to Student Center
website: studentaffairs.cofc.edu/about/absence-memo/index.php

Attendance
Students are expected to attend class for the courses for which they are registered. In-class participation is important not only to the individual student but also to the class as a whole. Because class participation may be a factor in grading, instructors may use absence, tardiness or early departure as evidence of non-participation. Your student is expected to be familiar with and abide by the attendance policy stated in the class syllabus that is given out during the first week of class. Non-urgent/non-emergent situations (i.e. wedding, healthcare appointments, job interviews, etc.) should be addressed so as to not interfere with class attendance.

Absence Notification
There are times when students encounter situations beyond their control in which they are absent from class, such as in cases of the flu, measles, serious illness or injury, healthcare emergency, death of a family member, etc. When students miss class and submit an Absence Memo Request form to Absence Memo Office (AMO), notification is sent to their instructors regarding reason for absences and indication of supporting documentation (see examples below). Students are responsible for contacting their professors as soon as reasonably practicable; and in situations in which students know they will be absent ahead of time, advanced contact with instructors should be initiated. This contact gives students the opportunity to discuss any consideration instructors may offer regarding missed coursework, if the instructor will count the absence as excused and any other concerns either may have regarding academic performance/progress, etc.
Examples of supporting documentation include:

- Sickness/injury: note from healthcare provider confirming illness/injury, to include date of reported illness/injury and date of medical visit.
- Hospitalization of family member for serious health condition (ICU, surgery, emergency treatment for automobile collision, etc.): note from patient’s healthcare provider, to include date(s).
- Official College business: note from instructor indicating nature of official business, instructor’s name and contact information, date and time of absence.
- Vehicle collision on the way to school: copy of the law enforcement incident report.
- Death of family member: copy of obituary.

Absences Due to Chronic Health Conditions

Students experiencing chronic health conditions that will disrupt their attendance are strongly encouraged to contact the College’s Center for Disability Services to inquire if their condition falls under a protected status by the federal government as a disability.

Please note: The AMO cannot excuse students from classes. The only individual who can authorize an excuse is the instructor of the respective course.

Barnes & Noble at The College of Charleston

160 Calhoun Street
Lightsey Center
website: cofc.bncollege.com

Bookstore Hours
Monday through Friday 7:45 a.m. – 5:30 p.m., Saturday 9:00 a.m. – 5:30 p.m., Sunday 12:00 p.m. – 5:30 p.m.

Back-to-School, holiday, and summer hours will be posted in the store and on our website cofc.bncollege.com

We also operate the COUGAR SPIRIT SHOP located in the TD Arena on Meeting Street. The Cougar Spirit Shop is open during Basketball season prior to and during each home Basketball game.

The mission of the bookstore is to provide superior customer service and quality products while supporting the academic mission of the College of Charleston. Barnes & Noble at The College of Charleston wholeheartedly financially supports the academic mission of The College. Our sales directly generate revenue for The College of Charleston and provide student scholarships. Barnes & Noble is an integral part of the College community, serving the needs of students, faculty, staff, alumni, and friends of The College of Charleston.

Textbooks
We put the right textbook in the student’s hand at the right time. We make every effort possible to reduce cost of textbooks by offering textbook rental, used book and eBook options.

Textbook Reservation
You can save time and money by ordering your textbooks via our website cofc.bncollege.com for in store pickup or home delivery. We accept credit, debit, and Cougar Cards as well as financial aid and PayPal.

Buyback
The bookstore buys books back for cash every day. We encourage students to hold on to unwanted books until the end of the term, when we are able to give the most money back for books being used on campus next semester.

General Books
As Barnes & Noble, we carry current bestsellers, classics, and a great selection of bargain books and are your downtown source for nook readers. We also have an extensive selection of local interest titles and books by College of Charleston faculty and staff. For your student needs, we carry study aids, dictionaries, test-preparation manuals, and career and graduate school guides.

College of Charleston Clothing and Gifts
Show your Cougar Pride! We stock emblematic clothing and gift items. General merchandise is also available through our website at cofc.bncollege.com, the Cougar Spirit Shop located at the TD Arena, and at College Corner, located at the corner of King and George Streets.

Supplies
Barnes & Noble carries course-related supplies. We have binders, notebooks, pens and highlighters, calculators, and laboratory supplies. We also operate two supply vending machines located in Addlestone Library and the Stern Center.

Software and Computer Products
Academically priced software is available through our website at savings of up to 85% off the retail price. thinkedu.com/bn

Forms of Payment
We accept Visa, MasterCard, American Express and Discover cards with the proper ID. We also accept Cougar Cash, debit cards, cash, checks, and Barnes & Noble gift cards, and if ordering online, Paypal. Students who receive financial aid, grants or scholarships, and who have aid in excess of their tuition/fee charges, may charge their books and/or supplies to their account before refund checks are processed for the semester.
Textbook Refund Policy
A full refund will be given in your original form of payment if textbooks are returned with a receipt during the first week of class. With proof of a schedule change and a receipt, a full refund will be given in your original form of payment during the first 30 days of classes.

Career Center
Lightsey Center - Second Floor – Room 216
e-mail: careercenter@cofc.edu
website: careercenter.cofc.edu
The Career Center offers career counseling, help in finding jobs on and off campus, assistance in choosing a major, getting an internship and other types of experiences and post-graduation planning. Seminars on these topics are offered during the school year. It also holds several career fairs for students to meet directly with a wide range of employers and graduate schools.

Center for Civic Engagement
Lightsey Center – room 203
phone: 843.953.5838
e-mail: volunteer@cofc.edu
website: volunteer.cofc.edu
The Center for Civic Engagement’s mission is to contribute to the holistic development of College of Charleston students and to cultivate in them a passion for positive social change through the use of education, service, and critical reflection.
• Service & Educational Programs - opportunities linking issue and community-based education to direct service are offered year-round. Through volunteer fairs, episodic service, and ongoing service initiatives students have the chance to build relationships with local community partners and engage in critical reflection as members of the Charleston community.
• Bonner Leader Program – a prestigious four-year service scholarship program through which students perform upwards of 300 hours of community service and receive leadership development training each year.
• Alternative Break – service-immersion experiences that take place locally, domestically and internationally during the College’s academic breaks and foster conversation rooted in issues of social justice.

Campus Recreation Services
24 George Street
206-207 Silcox Gymnasium
phone: 843.953.5559
website: campusrec.cofc.edu
The Campus Recreation Services program is designed to provide a variety of activities that contribute to the overall health and well-being of the College community. It is our hope to foster the development of an interest in a lifetime of recreational pursuits by our participants.
This mission is realized by offering these programs:
• Intramural Sports
  competitive activities in a number of individual and team sports.
• Sport Clubs
  Club programs for individuals with a common sporting interest.
• Open Recreation
  Access to facilities and equipment for convenient, informal recreational participation.
• Fitness and Instruction
  Structured and non-structured opportunities for improving and maintaining physical fitness.
• Student Employment
  Career development for students as they practice and develop leadership, management and technical skills.
• George Street Fitness Center
  A 15,000-square-foot space with an array of equipment that will help students improve their personal fitness levels and maximize relief from stress.
Affiliate programs
Studying with one of the affiliate programs provides students the opportunity to take classes abroad not normally available through College of Charleston programs. With an affiliate program, students pay a program fee directly to the provider and receive transfer credit for approved course work upon successful completion of their program.

International Students
The College of Charleston welcomes over 150 international students from around the world each year to study as undergraduate, graduate, exchange or English Language Institute students. The CIE supports these students by helping with their immigration statuses, guiding them in their academic endeavors and providing opportunities for international students to integrate culturally and socially into their new environment.

Center for Student Learning
Addlestone Library – 205 Calhoun St.
website: csl.cofc.edu

Overview of Academic Services
The Center for Student Learning (CSL) provides students with individual or group assistance from trained and experienced staff, faculty and peers. Students may receive tutoring on a walk-in basis (accounting, math, Spanish, writing and science) or by appointment (subject area tutoring, speaking and all other foreign languages). Supplemental Instruction meeting times and study strategies workshops are scheduled each semester. Students may schedule individual study strategies appointments for a variety of reasons: time management, test taking, reading and note taking skills or post graduate test prep.

Study Strategies
Study strategies workshops, offered each week and open to all students, are designed to cover a variety of topics that address ways to improve studying. Individual appointments are also available with members of the professional staff who are experienced in study strategies, such as time management techniques, reading college texts, taking notes and test taking. Study strategies appointments can also cover preparation for standardized tests (i.e., GRE®, GMAT®, MCAT®, LSAT®, and Praxis) and other graduate tests.

Walk-In Labs
- Accounting
- Foreign Languages Tutoring
- Math
- Science Tutoring
- Writing

Center for Excellence in Peer Education
Education Center, Suite 106
Phone: 843.953.2017—fax: 843.953.5800
website: cepe.cofc.edu

The Center for Excellence in Peer Education (CEPE) prepares outstanding students to mentor, tutor and assist their peers. Peer education is defined as an experiential learning opportunity in which a student serves as a curricular or co-curricular educator for other students. Peer educators receive specific training and ongoing supervision and evaluation from faculty and/or staff. This experience combines two key goals: the holistic development of peer educators and an enhanced learning experience for their peers.

The CEPE houses a peer education resource library, facilities for mentor/mentee meetings and a computer lab for peer educator office hours. The CEPE offers resources, services and training opportunities to other college and university peer educator groups interested in improving and/or expanding their peer educator programs.

Center For International Education
The Multicultural Center
207 Calhoun Street
website: international.cofc.edu
www.facebook.com/CofCInternational

The Center for International Education (CIE) develops, coordinates and implements programs and services that support students in studying abroad; assists international students, faculty and staff with immigration issues; advises international students on academic and enrollment matters.

Study Abroad
The College offers a broad range of study abroad opportunities for its students throughout the year:

College of Charleston Faculty-Led programs
Students can participate in a semester or summer program sponsored by the College of Charleston and/or directed by its faculty. Students pay tuition to the College and receive College of Charleston grades and credits.

College of Charleston Exchange programs
College of Charleston has exchange agreements with a number of universities abroad. Students pay their regular tuition to the College and study at one of our partner universities abroad, and receive transfer credit for approved course work upon successful completion of their program.
Individual Tutoring by Request
Faculty-recommended subject area tutors are available by appointment for select introductory courses in subject areas that are not covered by walk-in labs or Supplemental Instruction and also for all foreign languages other than Spanish, and speaking or presentation practice.

Supplemental Instruction
Supplemental Instruction (SI) is available for historically challenging introductory courses. These weekly study groups are led by trained, faculty-recommended student leaders that emphasize what to learn and how to learn.

Class Rank
Your students class rank is based on the total number of semester credit hours earned.
- A student with 0-29 semester hours is a Freshman
- A student with 30-59 semester hours is a Sophomore
- A student with 60-89 semester hours is a Junior
- A student with 90 + semester hours is a Senior

Students are required to declare a major before they advance to junior rank. A minimum of 122 semester hours of credit is required for graduation.

Computers on Campus
Information Technology – Student Computing Support
205 Calhoun Street, Addlestone Library Computer Lab
phone: 843.953.8000
e-mail: Computerinfo@CofC.edu
blog: blogs.cofc.edu/scs/

Computing Centers
All students can use the general-purpose student computing center located in the Addlestone Library. Some academic departments may have their own computer labs for students enrolled in their programs.

Recommendations for New Computer Purchases
The College of Charleston doesn't endorse any particular brand of computer, but many manufacturers offer student discounts. We recommend laptop computers because they are more flexible and can be used anywhere. Information about purchasing a computer is available online (blogs.cofc.edu/scs/shopping-tips/) or you can e-mail inquiries (computerinfo@cofc.edu).

CampusWide Wireless Network
CampusWide provides students with wireless network access within the boundaries of the downtown campus. Setup your device by visiting wireless.cofc.edu/ before you come to campus and it will be ready to go when you get here. (If you change your MyCharleston password, visit the site above to update that information on your computer.

CampusWide Support
If you have problems configuring your device for wireless for the campus network, you can receive assistance at the Information desk in the Addlestone Library computer lab. More advanced troubleshooting is available between 8:00 a.m. and 4:00 p.m., Monday through Friday.

Residence Hall Wireless Network
Connect to the resnet network and follow the on screen prompts to be connected
- All Historic Houses (except 40 Coming Street; 15 St Philip Street; and 90, 101, 103, 105, 107 Wentworth St, which are wired network.)
- Sorority Houses
- All residence halls

Residence Hall Support
Toll-free phone support for ResNet is available 24 hours a day, throughout the year. Call 855.290.7138. Support is limited to:
- Answering basic installation and configuration questions.
- Diagnosing connectivity problems.

Restrictions: The use of 2.4 Ghz and 5.3 Ghz cordless telephones in campus residences is prohibited. These phones are known to cause interference with wireless network connections. Also, setting up personal wireless networks in campus residences is not allowed.

Software Requirements
Microsoft Office for PC or Mac (MS Word, Excel and PowerPoint) is the standard software you'll need for most of your coursework. You can buy Office and other software, discounted for academic use through links on our blog at blogs.cofc.edu/scs/shopping-tips/deals-and-discounts/. You may also have software pre-installed when you order a computer online or buy from a retail store. Be sure to ask the vendor about academic discounting. It is frequently cheaper to buy a computer without the software and then buy the software separately. Also, many computers ship with a trial version of office, so be sure to read the fine print when shopping.
The College of Charleston A-Z Parents’ Guide

Protecting Your Property
We strongly recommend that laptop users use locking cables to secure their computers, and that all students register their computers and other high-value property with public safety as a deterrent to theft. Contact public safety for more information (843.953.4980) or go to cofc.edu/publicsafety. Never leave your computer or bag unattended in a public place such as the library.

CougarAlert: Emergency Notification System
website: emergency.cofc.edu/cougaralert
In case of an emergency, the College of Charleston can notify students, faculty, staff and parents of a campus crisis within minutes. The CougarAlert system will only be used in the event of a campus crisis or emergency, and it will let the College communicate through.

The CougarAlert emergency notification system allows students to select multiple notification phone numbers for themselves and their family members. To avoid issues related to timely communication of emergency messages to the proper places, every student must update his or her contact information in MyCharleston with current accurate information.

ALL STUDENTS SHOULD LOG ON TO MyCharleston AND FOLLOW THE INSTRUCTIONS TO UPDATE THEIR CONTACT INFORMATION.
To update your information, use the following instructions:
1. Log on to MyCharleston
2. Click on the Academic Services tab
3. Click on the Banner Self-Service link in the third column
4. Click on the Personal Information link
5. Click on the Update Addresses and faxes and Cougar Alert link

The CougarAlert system will pull the phone number in the following order – cell phone with text messaging option, cell phone without text messaging option, residence hall room phone number, mailing phone number, home phone number, parent’s phone number and parent 2 phone number.
If you do not have one of these numbers in your student record, the system will select the next number on the list. The system does not pull the following numbers – accounts payable, billing, diploma, fax, non-College of Charleston Work Phone, pager, purchase order and teletype machine.
To update or change a phone number, you will need to access the personal information link, then click on the update phones link. Testing will be conducted each semester to verify all systems are operating properly. The campus community will be notified via e-mail and web page postings when testing of the system will be conducted.

CougarAlert Display Information
When you receive an emergency message from CougarAlert, you’ll see cougaralert@cofc.edu as the return e-mail address; caller ID will be displayed as 843.725.7246 (the College’s emergency information hotline).

Testing
We will test the CougarAlert system once each semester. We’ll notify your student by campus e-mail when the tests will be conducted and also post the information on the College’s website.

Cougar Card Services
162B Calhoun St.
Joe E. Berry Jr. Residence Hall
Corner of Calhoun and St. Philip Streets – entrance on Calhoun Street
phone: 843.953.1100- fax: 843-953-7649
e-mail: cougarcard@cofc.edu
website: cougarcard.cofc.edu

The COUGAR CARD is the official College of Charleston identification card. The student’s first card is free. Replacement cards will be provided for a fee of $10. The card is the key to campus events, facilities, and services. It is needed to access meal plans and dining dollars, check materials out of the library, use recreational facilities, attend athletic events, enter residence halls, and purchase tickets for campus events at a discounted rate. The Cougar Card also entitles students to ride CARTA (Charleston Area Regional Transportation Authority) buses free of charge.
The College of Charleston A-Z Parents’ Guide

Cougar Cash is a pre-paid, declining balance account that is accessed with the Cougar Card. It enables the cardholder to use the Cougar Card as a personal, on campus debit card to make purchases in the College of Charleston bookstore, at all food service locations, and Market 159. It is also accepted in parking services, the copy center, mail services, health services, Addlestone Library, and in selected soft drink and snack machines across campus.

To start a Cougar Cash account, simply make a deposit of $5 or more in person at Cougar Card Services. The funds will be available immediately. Web deposits may be made via the eBill with a major credit card, except Visa, or e-check. The minimum web deposit is $5 and will be available for use in approximately two hours. For detailed instructions visit cougarcard.cofc.edu. Cougar Cash balances transfer from one semester to the next and from one year to the next. The College of Charleston is prohibited by law from performing banking services and therefore cannot refund Cougar Cash to students who are still enrolled in school. Funds cannot be withdrawn using an ATM. Balances greater than $10 will be refunded, upon request, to students who graduate, take a leave of absence, or withdraw from the College. Lost or stolen cards may be replaced 24 hours a day, 7 days a week. During business hours, students may call or visit Cougar Card Services. At all other times, Public Safety at 81-B St. Philip St. will issue replacement cards.

Lost or stolen cards may be replaced 24 hours a day, 7 days a week. During business hours, students may call or visit Cougar Card Services. At all other times, Public Safety at 81-B St. Philip St. will issue replacement cards.

Meal plans are selected on-line via MyCharleston. If you wish to change a meal plan after the plan has started you may do so in-person at Cougar Card Services during the drop/add period for semester classes.

Cougar Shuttle

Community Relations
Office of the President
Randolph Hall – 305E
phone: 843.953.2211
e-mail: nadele@cofc.edu
website: president.cofc.edu/community-relations/cougarshuttle.php

The College of Charleston students love their “Cougar Shuttle service” that operates seven nights a week from 11 p.m. until 3 a.m. during the spring and fall semesters. This service is free to all students who show a current Cougar Card. To use the Cougar Shuttle, your student can call 888.960.2227 and they will be picked up and transported to their destination on the Charleston peninsula. Remind your student to be safe at night! More than 200,000 students have used the Shuttle for a safe passage home in five years.

Counseling and Substance Abuse Services (CASAS)

Robert Scott Small Building – 3rd floor
e-mail: buddf@cofc.edu
website: counseling.cofc.edu

Only the student can call to set up an appointment. Parents are always welcome to call to get information on our services, or to discuss their concerns for their son or daughter and have that information passed on to a counselor if the son or daughter is being seen in CASAS.

Overview

Counseling and Substance Abuse Services provides individual and group counseling, assessment for attentional or learning difficulties, and educational programming for a wide range of personal problems that confront students (ex. See the “Self Help Resources” page of our website: counseling.cofc.edu/counseling/self-help-resources. As many students do not need “psychotherapy” as much as information, skills and support. The initial contact, called an Initial Assessment, is 30 minutes and focuses on identifying the fit between CASAS and the student’s concerns, or where in the community the student can get the best match for their concerns. All subsequent appointments at CASAS are 60 minutes. Students whose needs exceed the services at CASAS are referred to the community, and the college is fortunate to have a wealth of counselors and psychiatrists close to the college.

Counseling Services

The primary goal of counseling services is to help students develop the self-awareness and personal resources necessary to overcome problems so that students may take full advantage of the educational opportunities at the College. The counselors are all licensed (M.A. or Ph.D.) in their respective fields and provide compassion, concern and concrete steps for your student to move forward. CASAS provides individual and group counseling (yoga is a real hit and is offered twice a week), and has a trained and supervised group of volunteers called “Cougar Counseling Team” (with evening hours, NO appointment necessary and students can also text with these helpers) who are waiting to help your student. We also have a psychiatrist two days a week who can assist certain students with their medications, although no psychiatry services are available during the summer. Psychiatry does not prescribe stimulant or benzodiazepine medications (due to the high rate of abuse).

College is a time of new challenges and responsibilities. Counseling services can help support your student’s adjustment and personal growth. Counseling is a confidential, collaborative helping relationship that helps students to understand themselves and their feelings, behaviors, and relationships with others better. Some concerns students bring to counseling are:
The College of Charleston A-Z Parents’ Guide

- Substance abuse underlying a variety of emotional and physiological concerns, ex. Poor motivation, confusion, feeling overwhelmed, sleep difficulties, mood swings, etc.
- Depression, anxiety, panic attacks (Parents are encouraged to examine the possible role of external influences in the reported problems of their student. Additionally, it is possible that external influences have become a separate-parallel problem and needs to be addressed if the emotional symptoms are to be effectively treated).
- Lack of confidence or low self-esteem, problems asserting yourself
- Feeling overwhelmed, stressed-out
- Finding, helping with or ending a relationship
- Getting along with others
- Puzzling or distressing emotional states, mood swings
- Self-defeating behaviors
- Alcohol and drug misuse or abuse
- Determining life's purpose and direction
- Making better decisions
- Possible learning disabilities or attention deficit disorders (we can evaluate usually 50% less expensive than in the community).

Substance Abuse Services
Substance Abuse Services provides multiple prevention and treatment strategies that target the campus environment and wider College community to foster informed decision making about alcohol and drugs. On college campuses there is a clear relationship between alcohol and drug misuse and student reports of poor motivation, poor concentration, poor class attendance, poor time management, failing behind in projects, poor grades, incidents of sexual assault, episodes of violence, accidents and related injuries and even psychotic behavior. However, most students do not abuse alcohol or drugs. (See “Sobering Facts” information in the Alcohol and Other Drugs: counseling.cofc.edu/aod/factsinfo). It is vital that you understand that not all students drink or use drugs and that only a minority abuse them.

The College has taken the position that students have a right to a safe and healthy environment and your student needs to be familiar with our policies on substance abuse which can be found in the Student Handbook at: studentaffairs.cofc.edu/honor-system/studenthandbook.

Parents can find more information about all our services and our goal to partner with parents for the successful college experience of their children at: counseling.cofc.edu/counseling/parentsinfo.php

For emergency assistance contact Public Safety, 843.953.5611 and/or the Dean of Students Office, 843.953.5522.

Dining Services
Craig Hall (next to Admissions)
e-mail: diningservicescustomerservice@cofc.edu
website: charleston.campusdish.com
facebook.com/cofcdining
twitter.com/cofcdining
Instagram.com/cofcdining

All freshmen who live in a residence hall during their first academic year, regardless of credit hours, must purchase a qualifying College of Charleston meal plan. They sign up through the Residence Life housing contract. Upperclassmen may sign up through their MyCharleston portal or stop into the Cougar Card Office. Students can change their meal plan selection for the semester at the Cougar Card Office until the conclusion of the drop/add period for the semester.

Dining Plans
Dining Services offers 4 type of Meal Plans with 8 different Meal Plan options to fit any student’s lifestyle and can be accessed using their Cougar Card. The 4 types of plans vary from All Access Plans, Meals per Week Plans, Block Plans or Dining Dollars. Dining Dollars serve as an on-campus currency used to make food and beverage purchases at any of our on-campus dining locations. A College of Charleston Meal Plan is the perfect answer to ensure a fresh and healthy meal at a convenient and affordable price!
The four types of Meal Plans to choose from are:

**All-Access Plans**
All-Access Meal Plans are recommended for all resident students and are the most economical and flexible way to eat on campus! They provide a VIP pass to the campus residential dining centers (Fresh Food Company and City Bistro)- any time of day or night the facilities are open. No need to count how many meals used or how many are remaining. It’s more than breakfast, lunch or dinner.

**Meals Per Week Plans**
With Meals per Week plans, the meals are divided into per-week sets. Each Saturday the students plan refreshes with a brand new set of meals for the following week.

**Block Plans**
These plans offer more flexibility. The student controls the budgeting of meals throughout the semester. With a block plan, students may swipe as many times as they would like throughout the day.

**Dining Dollars**
Dining Dollars serve as an on-campus currency that is used to make food and beverage purchases at any of our on-campus dining locations. Dining Dollars are accessed through a student’s Cougar Card. Dining Dollars roll over from semester to semester until a student graduates from the College. Dining Dollars may be added anytime during the semester in the Cougar Card Office (Berry Hall) or online through the MyCharleston portal.

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**Email for Students**
Student E-mail Account
Information Technology
phone: 843-953-3375
e-mail: helpdesk@cofc.edu

Students were assigned an official College of Charleston e-mail account when they were accepted. Since the College will use the account for official school business (such as financial aid, billing information, class cancellations, etc.), it is important that students check the account weekly.

They can access their e-mail account by logging into MyCharleston and clicking on the C-email icon in the upper right of the page.

**Emergency Preparedness**
Student Affairs – phone: 843.953.5522
website: emergency.cofc.edu

**Student Emergency Procedure**
In the event of an emergency, the above website will be used to provide timely information for all members of the college community and will be updated regularly as new information becomes available. Specific plans directing the College’s response to threats of a hurricane, fire on campus, chemical spill, exposure to hazardous material, bomb threat, or any other threats to the campus community have been developed.

Students must know “what to do if.” Although any response to a catastrophic incident will be directed by the appropriate officials, there are some general responsibilities that are assigned to students. Listed below are some helpful tips and informative websites. Remember, a cool head, flexibility, common sense, and thoughtful preparedness are essential components of any plan.

**General Information**
- Keep prescription medication(s) filled.
- Have a family plan for making contact – and stick to it. Don’t wait for an emergency to make plans.
- Pick one out-of-state and one local friend or relative to call as alternate contacts. (Sometimes it is easier to call out-of-state than within the affected area.)
- Call only when necessary. Phone communications are normally overloaded during emergencies.
- To be safe, follow all instructions immediately.
The College of Charleston A-Z Parents’ Guide

Residence Hall Students
If there is a mandated evacuation to a location outside the area, the College is prepared to transport international and out-of-state students, who often don't have somewhere to go, to alternative housing. Commuter students who notify residence life and housing that they need assistance may also be included.

Students should look for communication posters that will be put up by residence hall staff. These posters will relay information regarding staff contact, specific instructions, and meeting places for transport.

Students should know the name and phone number of their RA and residence hall director. All residence hall students must make contact with either the RA or residence hall director to:

• Sign up for transportation to another location for alternative housing.
• Indicate where they will be if they are not to be transported by the College to another location.
• Provide a phone number where the student can be reached if not transported to an alternative housing location.

Students should notify family member(s) of intended location (staying with friends or another relative) and appropriate phone numbers, if not using College transportation to alternative housing. They should bring a pillow, blanket, changes of clothes, towel, prescription medication(s), a small amount of emergency cash, and basic toiletry items.

Note: Each student must register at the door of the bus before boarding. Students who sign up for bus transport must return on the bus. When alternative transportation to an off-site location is not deemed necessary or, due to the nature of the emergency is unavailable, students living within the community who require assistance for emergency housing should inform the Office of Residence Life and housing.

Students living in Charleston-style houses will be moved to appropriately designated facilities and should bring a pillow, blanket, changes of clothes, towel, prescription medication(s), basic toiletry items, and a jug of water.

NOTE: Periodic meetings with students will be conducted in facilities to keep them informed.

Emergency Phone Directory
College Emergency Line 843.725.7246
Residence Life and Housing Information 843.953.5523
Charleston Police Department 843.577.7434
Crime Action Line 843.953.4998 (voice recorded line)
Fire and EMS 843.953.5611

Family Weekend
website: familyweekend.cofc.edu/

Family Weekend, scheduled for October 2-4, 2015 is a fantastic opportunity for the families of our students to experience life at the College of Charleston. This event-packed weekend will give you the opportunity to observe elements of a College of Charleston education, enjoy social opportunities planned specifically for our students and families, take part in interesting and informative activities, explore our more than 200 year-old campus and enjoy the charm and hospitality of the city of Charleston.

Don't miss this wonderful opportunity to spend time with your student and engage with the College of Charleston community! Registration information will be available in August on the College of Charleston website at familyweekend.cofc.edu. If you are planning on attending Family Weekend and need lodging, we encourage you to make reservations as soon as possible. Please visit the Charleston Area Convention and Visitors Bureau website at http://www.charlestoncvb.com for a variety of options.

Grade Point Average (GPA)
The number of quality points earned for each course is calculated by multiplying the semester-hour value of the course by the number of quality points assigned to the grade received for the course. For example, a grade of "B" received in a three semester hour course would earn 9.0 quality points (3.0 quality points x 3 semester hours). At the end of each semester, the student’s GPA for the semester is calculated. To compute the semester GPA, the total number of quality points earned for the semester is divided by the total number of quality hours carried. For instance, a student who earns 36 quality points while carrying a course load of 15 semester hours would earn a GPA of 2.40 for the semester. The student’s cumulative GPA is also computed at the end of each semester. This is the grade point average the student has earned up to that point at the College. The cumulative GPA is computed by dividing the total quality points the student has earned at the College by the total number of quality hours carried. For example, a student who has earned a total of 180 quality points over 90 semester hours would have a cumulative GPA of 2.0.
The **LIFE GPA** is the grade point average of all courses (excluding remedial/developmental, continuing education, or non-degree credit courses) taken at eligible institutions (in-state or out-of-state). You may find your LIFE GPA by following these steps:

- Log into MyCharleston
- Click on the Academic Services Tab
- Click on Banner Self Service
- Select Student tab
- Select Student Record
- Select LIFE GPA Information

Undergraduate Academic Services also provides the goal GPA calculator at undergrad.cofc.edu/academic-resources/goal-gpa.php so you may calculate ‘what if scenarios’ and how your GPA may be affected.

### The Grading System

Students receive letter grades for every course in which they enroll. Each letter grade has a numerical “quality point value” as shown below. The following is the grading system, with quality values as indicated:

- **A** Superior 4.00
- **A-** 3.70
- **B+** Very Good 3.30
- **B** Good 3.00
- **B-** 2.70
- **C+** Fair 2.30
- **C** Acceptable 2.00
- **C-** 1.70
- **D+** 1.30
- **D** Barely Acceptable, Passing 1.00
- **D-** 0.70
- **F** Failure 0.00
- **WA** Withdrawn
- **Excessive Absences** (equivalent to an F) 0.00
- **XF** Failure Due to Academic Dishonesty 0.00

Grades are available on MyCharleston on the Web at my.cofc.edu beginning with the date set by the registrar’s office for the term specified. For a complete academic record of their grades, students may request an official academic transcript from the Office of the Registrar or they may view their unofficial transcript on MyCharleston.

### Health Services

Student Health Services
181 Calhoun St.
phone: 843.953.5520
e-mail: healthservices@cofc.edu
website: studenthealth.cofc.edu

Clinic hours are 8:30 a.m. to 5:00 p.m., Monday through Friday. Appointments can be arranged by calling SHS or by stopping by the clinic. Appointments may also be made by visiting the MyHealth portal located on MyCharleston. Visit our website for a list of after hour and weekend care locations.

In case of an emergency after hours or on weekends, students may call public safety for emergencies on campus and 911 for emergencies off campus.

Our mission is to support wellness – to provide early diagnosis and treatment of the conditions that our students have or develop while attending the College. In addition, we hope to develop in our students an awareness of the importance of regular health maintenance, and of using available health care in a timely and cost-effective manner. Our ultimate and most far-reaching goal is to encourage the healthiest lifestyle for our students in the areas of body, mind and spirit. SHS provides care to registered undergraduate and graduate students and is staffed by board-certified physicians, nurse practitioners, physician assistants and registered nurses who are experienced in and dedicated to providing quality health care.

All students are required to complete a health form and show proof of immunization. Certain vaccines are required please refer to our web pages for more information. Health forms are available online at http://www.cofc.edu/~stuhealth/forms.html

**Services include:**
- Confidential care
- Care for minor injuries, minor illnesses, such as colds, flu, sinus infections, urinary tract infections and mono
- Gynecological care – examination and consultation related to gyn problems, pregnancy testing, counseling and contraceptive information
- STD testing
- Certain Immunizations
- Tuberculosis skin testing
- Asthma care
- Allergy shots
• Respiratory treatments
• Diagnostic testing
• Assistance with referrals to consultants as needed
• Travelers Health Consultations

Services Not Included:
• X-rays
• Pharmacy services
• After hours or weekend care
• Hospitalization
• Emergency room care
• Care with specialists
• Some immunizations

Care is completely confidential; students must sign a written release prior to the disclosure of medical information. Please see our website to read the entire privacy policy.

Laboratory tests, medical supplies, immunizations and prescriptions.
Students who are in Charleston during the summer who are not taking classes can continue to be seen at the clinic by paying a summer fee. Medical care can be very expensive. All students attending the College are strongly urged to have adequate health insurance. Students may be eligible for health insurance through the Affordable Care Act; please inquire at www.healthcare.gov. Students covered by an HMO should inquire about coverage while away from home.

Legal Residency
Treasurer's Office
170 Calhoun Street
phone: 843.953.7312 or 843.953.3906
website: legalresidency.cofc.edu

Requirements regarding establishment of legal residency for fees and tuition purposes are governed by legislation set forth by the South Carolina General Assembly. Under the law, resident status for fees and tuition purposes may be established by independent citizens, military/dependents and certain aliens. There are also provisions applicable to resident classification of dependent persons. Physical presence in the state primarily for education purposes does not constitute establishment of South Carolina residency for fees and tuition purposes.

Office of Mail Services
81A St. Philip Street, first floor, St. Philip Street Parking Garage
e-mail: mailservices@cofc.edu
website: mailservices.cofc.edu

Mail Services is the distribution center for all intra-campus, State Courier and USPS mail. Students may buy postage stamps through Mail Services.

Mail Services accepts overnight parcels and letters from the following courier services:
• Express Mail (U.S. Post Office)
• Federal Express (FedEx)
• Airborne
• United Parcel Service (UPS)
• DHL

All mail/parcels sent to students through the U.S. Post Office or private courier (such as UPS, DHL, and FedEx) must be addressed as follows:

Student’s name
_____________ C of C Complex
Charleston, S.C. 29424

The exact address will be given when a student visits mail services to activate a mailbox. The delivery of mail that is not addressed as specifically stated above may be delayed. (The second line is designed like a street address for private courier services.) Students who have received packages will be notified by campus e-mail through their @g.cofc.edu email address; notification slips will also be placed in their mailbox if items are not picked up in seven (7) days.

If important documents must be sent through the mail, please send them certified, insured, or Delivery Confirmation. This is the safest and best way to effectively track the piece of mail if it is lost.

Students can access their student mailboxes from 7:00 a.m. to 7:00 p.m., seven days a week. Students can pick up parcel packages between 8:30 a.m. and 5:00 p.m., Monday through Friday.

An important tip from Mail Services: DO NOT SEND CASH THROUGH THE MAIL!!! Mail Services cannot be responsible for lost mail containing money.
Multicultural Student Programs and Services

207 Calhoun Street (Next door to the Addlestone Library)
phone: 843.953.5660 - fax: 843.953.5676
e-mail: msp@cofc.edu
website: msp.cofc.edu

The Office of Multicultural Student Programs and Services provides a safe haven for students to develop connections with other students. We exist to help students be successful, provide advocacy, support services, and culturally based programs that educate about diversity and multiculturalism and empower them to be agents of social change in an increasingly diverse and global community.

The Office of Multicultural Student Programs and Services primarily focuses on traditionally underrepresented student populations; however, we believe that presenting cultural learning opportunities to all students fully supports the College’s commitment to diversity and inclusion.

The Office of Multicultural Student Programs and Services coordinates the following programs:
• SPECTRA/SCAMP Summer Academic and Transition Program for freshmen
• Mentoring Matters
• Safe Zone
• Supports: Gay-Straight Alliance (GSA), and Women Reaching Independence Through Support and Education (WeRise)
• The Excellence in Collegiate Education and Leadership (ExCEL) Awards
• NIA Rite of Passage Celebration
• International Authors’ Series
• Annual Back to School Jam

MyCharleston

Office of the Registrar
phone: 843.953.5668- fax: 849.953.6560
e-mail: registrar@cofc.edu
website: registrar.cofc.edu

MyCharleston (my.cofc.edu) is a portal by which students manage their academic records and monitor their progress at the College of Charleston. Students use MyCharleston to view course offerings, enroll, add, drop, or withdraw from individual courses, obtain grades and course schedules, declare a major, perform a degree audit and review transfer credits. Students may also pay their tuition, as well as, view and update personal information.

All records on MyCharleston are confidential and are accessible only by the appropriate student by means of their username and password set by the student. For security purposes this password will need to be reset every 90 days.

New Student Programs

Lightsey Center Annex
e-mail: orientat@cofc.edu
e-mail: parents@cofc.edu
website: nsp.cofc.edu

The Office of New Student Programs supports students and families with the transition to the collegiate environment by offering programs and services that encourage the development of academic and personal goals that contribute to success.

The Office of New Student Programs coordinates the new student and family orientation programs as well as the following programs:
• Summer Preview
• Living and Learning Communities
• Block on Bull
• Parent Listserv and Blog
• Freshmen Commuter Collegium

Summer Preview
nsp.cofc.edu/summer-preview/index.php

New students are invited to come to campus early in August so they can get to know each other and the City of Charleston. Students can choose one of several Summer Preview themes.

Living-Learning Communities
nsp.cofc.edu/llic/index.php

Living-Learning Communities are available to new students who reside in Joe E. Berry Residence Hall Floors 4, 5, and 6. All of these floors of this residence hall have theme options for students interested in living with other freshmen who share similar interests.

Block on Bull
nsp.cofc.edu/block-on-bull/index.php

The “Block on Bull” is a unique residential environment for currently enrolled students. These thematic living - learning communities can be found along Bull Street in the historic houses. These independent living environments each have a Resident Assistant residing within the house who is responsible for on-going academic and social themed programming and overall resident safety.
Parent Listserv and Blog
The College of Charleston is pleased to provide this electronic information service especially for parents. The parent listserv is an interactive service for parents to post questions for College faculty and staff who are also members of the listserv. The purpose of this listserv is to facilitate networking and discussions related to the College and the concerns of our parents. The listserv also makes it easy for College parents to communicate with each other. By sharing information with parents, we can help support the success of your student. We encourage subscribers' to post your questions and advice to the listserv. To sign up for the listserv, go to www.cofc.edu/parents/ and scroll down to the listserv and blog section.

Freshmen Commuter Collegium
studentaffairs.cofc.edu/off-campus-and-commuter-student-services

Freshmen commuting to campus have a place on campus to go during their breaks between classes. The Freshman Commuter Collegium is located in the first floor McAlister Residence Hall common room with access off of St. Philip Street. It is designed as a home away from home for freshman commuter students. It is a place they can hang out, gather their thoughts and recharge with new friends. The collegium has a flat screen TV, seating, tables for group project, computer work areas, coffee/tea honor bar, refrigerator, and microwaves. Fall 2015 hours will be set in August; however, the days of operations will be Monday through Friday. The collegium is staffed with Peer Mentors. A campus ID is needed for entry. Eligible students will receive an email at the beginning of each semester with details regarding hours and programs.

Email Bruce Fleming in the Office of New Student Programs at flemingw@cofc.edu if you have any questions.

For more information on the Freshman Commuter Collegium:
Facebook: facebook.com/cofccollegium
Twitter: @cofc_fcc
Website: nsp.cofc.edu/freshman-collegium/index.php

Stern Student Center
The Stern Student Center provides a variety of resources for commuter students, including spaces to study and relax between classes, access to food and vending, charging stations for laptops and mobile devices, and Wi Fi throughout the building. Lockers and a microwave are available on the second floor of the facility in the Cougar Canteen, providing temporary storage space for books and the ability to heat up meals and snacks.
24 Hour Study Lounge - Education Center Atrium
Equipped with study tables, lounge chairs, desk top computers and Wi-Fi, the 24-hour study lounge in the Education Center Atrium is a popular place to study and relax before, after, or between classes. Additionally, the College operates a food POD (Provisions on Demand) for grab and go items. The POD is open when classes are in session.

POD Normal Hours:
Monday - Thursday 7:30 a.m. – 6:00 p.m.
Friday 7:30 a.m. – 4:00 p.m.
This lounge space is monitored by our Public Safety during the academic year.
The scheduled hours for security are 10pm until 6am

Find out More
Information on meals, parking, the Charleston community, and other resources are available on the web site.

Office of Institutional Diversity
175 Calhoun Street
Robert Scott Small Building, 2nd floor
Monday through Friday from 8:30 AM to 5:00 PM
phone: 843.953.5079--fax: 843.953.7713
e-mail: OID@cofc.edu
website: diversity.cofc.edu

At the College of Charleston, DIVERSITY is more than just “human differences.” Diversity is our strength and the bond that unites us together as a campus community. With the support of, and in collaboration with the College and external communities, the Office of Institutional Diversity (OID) fosters healthy intercultural and multicultural understanding on campus and beyond through year-round comprehensive, all-inclusive educational, social, cultural and outreach programs.

Vision
OID envisions the College of Charleston as a globally diverse campus community, where the centrality of diversity to inclusive institutional excellence is recognized, embraced, and fostered throughout the life of the College. The College strives to create and sustain a campus climate that is diverse, inclusive, supportive, conducive and welcoming to all.

Mission
OID is committed to supporting the College of Charleston in creating and sustaining a vibrant learning, working and living multicultural campus community, where mutual respect for, and appreciation of our unique human and cultural differences, as well as our similarities are fostered.

The Eddie Ganaway Diversity Education and Resource Center (EG-DERC)
In 2013, the College’s former Diversity Education and Resource Center (DERC) was dedicated to Mr. Eddie Ganaway in honor and celebration of his significant contributions. Eddie Ganaway ’71 paved the way for diversity at the College of Charleston and changed the institution forever, when he walked across the Cistern as the first-ever African American graduate of the College of Charleston. A unit of the Office of Institutional Diversity, the Eddie Ganaway Diversity Education and Resource Center is devoted to promoting and advancing all-inclusive diversity through such programs as intergroup dialogues, roundtable discussions, study sessions and workshops based on current diversity collections and other multicultural resources in the Center. The center provides a welcoming and supportive environment for students, faculty and staff to explore diversity in its broadest contexts through a wide range of books, journals, videos, recordings and artifacts. It is also open to the general public. The growing collection of resources address such areas as race and racism, disability, gender and sexuality, world religions, intercultural communication and more.

Diversity Advocates
Diversity Advocates, another component of OID, is a group of dynamic student leaders who promote and inspire greater diversity on campus. These ambassadors of all-inclusive diversity strive to enhance and promote diversity on campus among their peers and throughout the campus community by hosting intergroup dialogue sessions, creating and implementing student-centered cultural programs and organizing College of Charleston’s Annual Student Diversity Conference.

Annual Student Diversity Conference
The Student Diversity Conference was created in 2012 to offer the College of Charleston students the opportunity to become active contributors to, and participants in the advancement of all-inclusive diversity, while sharing their passions, visions, and leadership for enhancing and celebrating diversity on our campus. The annual conference presents keynote speakers, workshops and entertainment for our students and others college students from the region. The Conference provides an opportunity to engage in critical dialogues on oppression and develop student leadership skills for advancing social justice and equity.

Office of Sustainability
284 King Street, Room 206
e-mail: sustainability@cofc.edu
website: sustainability.cofc.edu

Created in the fall of 2011, the Office of Sustainability has a mission to meet the environmental, social and economic challenges of our time in ways that preserve and enhance our unique campus and the people connected to it. A student driven office that
seeks to integrate a “transdisciplinary” approach to our growing internship program, we provide students real world experience through research and project implementation as well as skill development and employment competencies. The Office of Sustainability prepares students to compete in a hyper connected world by utilizing holistic and integrated thinking to creatively develop solutions for issues both on campus and in the Greater Charleston community. We operate as a central location for your students to learn, research, and gain critical real-world experience. Students can work on specific projects, earn internship credits toward their degree, get a paid internship, and conduct research for academic papers and publish their work in scholarly journals.

Current initiatives include sustainable urban agriculture, *Synergies* online magazine, a campus bike-share program, Residence Life and Fraternity and Sorority Life outreach, campus zero waste initiatives, marketing and event planning, sustainable purchasing initiatives, a community book-share program, and sustainable food research. These student driven projects have distinguished the College of Charleston as one of the institutions in Princeton Review’s Guide to Green Colleges as well as listed as one of the Sierra Club’s Cool Schools.

Students can get more involved by:
- Attending a monthly Greenbag Lunch Series and the annual Sustainability Week at the College
- Applying to intern with the Office of Sustainability for academic credit, in a paid project leader position, or in a volunteer capacity.
- Becoming a Garden Apprentice, a Student ECOllective Student Project Committee member or Sustainable Chair for your Greek organization
- Signing up on our mailing list to receive the most current information.
- Collaborating with Alliance for Planet Earth, CofC Farm and Garden Club and many other campus student organizations
- Applying for sustainable project funding through our ECOllective Student Project Fund.

Learn more at sustainability.cofc.edu and follow us on Facebook (CofC-Office-of Sustainability) and Twitter (@SustainCofC)

**Office of Victim Services (OVS)**

67 George Street –rooms 102 and 202
phone: 843.953.2273
website: VictimServices.cofc.edu

**About the Office of Victim Services**
We understand that anyone can become a victim of a crime, and students, active in all facets of community life, are no exception. The Office of Victim Services (OVS) is available for our students no matter where a crime occurs and no matter whether the student elects to file an official police report or not. Certified victim service providers are available to address the non-counseling aftereffects from the crime that may involve class attendance, work, changes in living arrangements – things that will be disruptive to the student’s collegiate experience. Services are provided within a framework that is private, attentive, sensitive and knowledgeable so that no matter where our students live, work and socialize, if there is ever a need, there is a wealth of assistance.

Whether one is the direct victim of a crime, the roommate, the best friend or the witness to a crime, there is fallout each may experience related to the initial victimization that needs to be addressed, questions to be answered, decisions to be made and short- and long-term ongoing needs to be met – all related to the initial victimization. With the ongoing consent and active participation of the student, OVS staff are available to:
- Explain the reporting process and assist the student, if he/she chooses, in filing a report with the appropriate law enforcement agency.
- Serve as the spokesperson for the student within the College community so that his/her privacy and dignity are maintained in all aspects of intervention and assistance and, as necessary, to serve as liaison with individuals off campus.
- Work with the student to reasonably accommodate any possible disruption to class attendance, class work, academic schedule or to initiate necessary changes that may result from the victimization.
- Offer immediate crisis intervention and initial support.
- Assist in locating appropriate on-campus and community resources to meet the student’s specific ongoing needs.

The types of offenses (regardless of incident location) in which OVS offers assistance includes but is not limited to: Physical assault, violent/felony crime, robbery, burglary, intimidation, identity theft, harassment, rape, stalking, dating violence, domestic violence, etc.

The Office of Victim Service’s role is to ensure that the needs of the victim are addressed at one location so that getting information and assistance is not complicated. Our mission is simple: to safeguard victims so that their voices may be heard, their choices will be valued and the recovery process may become a constructive reclamation of life.

**Contact Information**
To schedule an appointment or request information, call 843.953.CARE (2273) during normal business hours.

Walk-ins are welcome from 9:00 a.m. – 3:30 p.m.
Emergency assistance (an incident that has just happened, or within the last five days), is available after normal business hours, during weekends and holidays. Call 843.953.CARE (2273), and our answering service will connect you to one of the OVS victim service providers.

**Parent Advisory Council (PAC)**
Approximately 50 couples from across the country form the Parent Advisory Council. The council works closely with the college President to support the general goals and highest priorities of the institution as well as the events and activities which enhance the college experience for students and families.

Parents meet twice a year to discuss the membership’s role in fundraising, academics, admission, career development, communication, special events and student life. PAC’s committee work includes hosting admissions and fundraising receptions across the country.
To find out more about the council, please contact Ann Ward Treat at 843.953.3667 or treatat@cofc.edu

**Parents’ Fund**
66 George St
Charleston, SC 29424
phone: 843.953.3667
e-mail: parentsfund@cofc.edu
website: go.cofc.edu/parentsfund

The Parents’ Fund is the primary channel for you to support the College of Charleston and make a direct impact on your student’s educational experience. Parents’ Fund gifts support student scholarships, student-centered programs, and faculty recruitment and retention: it touches all areas of campus. The College is the place where your student will become the person they are meant to be. The Parents’ Fund will help get them there. To become a donor, please contact Ann Ward Treat ‘04, Assistant Director, Parent Giving Programs, at 843.953.3667. We thank our loyal supporters who make student achievement possible and encourage everyone to make a gift today!

Gifts can be sent to:
**College of Charleston Foundation**
Attn: Parents’ Fund
66 George Street
Charleston, SC 29424-0001

**Parking Services**
162B Calhoun St.
Joe E. Berry Jr. Residence Hall
Corner of Calhoun and St. Philip Streets – entrance on Calhoun Street
e-mail: parkingservices@cofc.edu
website: parkingservices.cofc.edu

Students living on campus who have fewer than 60 cumulative credit hours earned and on file with the Office of the Registrar at the time that assignments are made, are not eligible to apply for College parking. A listing of alternative parking spaces leased to students in the downtown area is available on the parking services website at parkingservices.cofc.edu/parking/alternative-parking.php.

Parking spaces are assigned and paid for one semester in advance. Students will be assigned parking based on the number of cumulative credit hours earned and on file with the Office of the Registrar at the time that assignments are made. In the event of identical credit hours earned, applications received first will have priority. Eligible students should apply for parking online via MyCharleston. Please note that the online parking application is available only during the open application period. Application deadlines will be communicated via email to students’ College of Charleston email accounts and they will also be posted at parkingservices.cofc.edu/parking/students.php.

Transfer students, resident freshmen, and students who miss the application deadline may visit or call Parking Services to inquire about available parking spaces. Current student surface parking fees are $400 per semester. Current garage parking fees range from $300 to $600 per semester, price based on location. Some of the garage permits also require a separate $20 deposit for the garage access card, which is refundable upon return at the end of the semester for which the permit was purchased. Fees listed with Parking Services are correct at time of printing and are subject to change.

Students are encouraged to leave their cars at home and take advantage of some of the transportation services that we offer instead. CARTA service is free to students with a valid Cougar Card. CARTA offers in-town routes as well as express shuttle services that connect key locations throughout Charleston with key locations in the downtown area. CARTA now offers the NASH route, with convenient service from the Charleston Visitors’ Center to the Charleston International Airport (see www.ridecarta.com). In addition to CARTA, students may also take advantage of the Enterprise CarShare program, which enables students as young as 18 to rent Enterprise vehicles on an hourly basis. For more information and to enroll in the Enterprise CarShare program, please visit http://www.enterprisecarshare.com/car-sharing/program/cofc.
Public Safety
89 St. Philip St., first floor parking garage
phone: emergency: 843.953.5611 · non-emergency: 843.953.5609
fax: 843.953.5132
website: publicsafety.cofc.edu

Law enforcement responsibilities for the College of Charleston are handled by the Department of Public Safety. Our campus police officers are on duty 24-hours a day, seven days a week to serve and safeguard the campus community. These officers monitor the flow of traffic, enforce parking regulations, and patrol the grounds and buildings.

These professionally trained men and women are assigned to provide police services at the College of Charleston. Campus police officers are required to successfully complete a 12-week training program at the South Carolina Criminal Justice Academy. The training program courses include: criminal investigation, sex crimes, drug enforcement and juvenile justice. Upon graduation, the officer is certified by the State of South Carolina as a police officer with full powers of arrest. Additionally, campus police officers receive all state mandated training to remain certified by the South Carolina Criminal Justice Academy.

Emergency Call Boxes
Security on the College campus has been enhanced through the installation of emergency call boxes. The boxes, which are orange in color, are for direct emergency contact with campus police. Locations of the call boxes can be found at parkingservices.cofc.edu/information-for/parking-map.php. Any questions regarding the emergency call boxes should be directed to campus police at 843.953.5609.

Safety Escorts
The Department of Public Safety is committed to providing quality service and working with the members of the College of Charleston community to build an environment that promotes the safety and well-being of each individual. In an effort to encourage personal safety, the On-Campus Safety Escort Program was initiated for those times, especially during the hours of darkness, when students may find themselves unable to use the buddy system while on campus. Available 24-hours a day, seven days a week, this on-campus service is intended for those who need a safe escort to/from class or residence hall or college-owned parking lots/facilities.

This program, staffed by our on-patrol officers, serves a campus population of over 10,000. Calls for safety escorts are dispatched immediately, however, if students experience an excessive delay in response time it may be due to a high volume use of the program. If this occurs, student should place call again.

Critical to the success of this program is understanding that this program is not a substitute method of transportation for grocery shopping, doctor/dental appointments, a means to get to students part-time employment or to take the place of students’ designated driver when out socializing. The abuse of this service dilutes the effectiveness of the program for those individuals who have a critical need for a security escort.

No matter where students are on campus, off campus, on any street anywhere in the world, we encourage students to practice “street smarts” – walk in groups, use the buddy system. And, when students need to be accompanied while on campus, use our On-Campus Safety Escort Service (843.953.5609).

For information on operation identification, computer registration, bicycle registration and bicycle security, check the Public Safety website.

For a complete listing of services, contact points, and campus crime statistics, check the Public Safety website.

Fire and EMS
89 St. Philip St., first floor parking garage
phone: emergency: 843.953.5611 · non-emergency: 843.953.5499
fax: 843.953.1927

College of Charleston Fire and EMS promotes fire prevention through comprehensive facility inspections and training classes for employees and students. Three Resident Deputy State Fire Marshals are assigned to the campus. Emergency Medical Services and initial hazardous material response is also managed from this office.

Fire personnel are trained to a minimum interior structural firefighter. Fire personnel are required to complete 40 hours of professional development every two years in order to maintain their Resident Fire Marshal Certification. Fire personnel also maintain a minimum level of training within Department of Homeland Security.

EMS
The EMS section of Fire and EMS provides emergency medical care and transportation students, staff and visitors on the College of Charleston campus. EMS personnel are volunteer College of Charleston students who are minimally trained to the EMT-Basic level, with some having obtained certification as EMT-Intermediates or Paramedics. These personnel respond to medical emergencies both on the College of Charleston campus and in the surrounding community (when requested by students). They maintain their level of certification through ongoing training opportunities, including a SC DHEC authorized in-service training program that follows NREMT standards.

Fire and EMS personnel are also involved in several community wellness and safety efforts including CPR and First Aid training, and the placement and maintenance of automated external defibrillators (AEDs) throughout the campus.

Additional information on fire safety programs and services can be found at fireandems.cofc.edu or call us at 843.953.5499.
Grades, Academic Records and Registration
The registrar’s office (RO) maintains student academic records, organizes registration for courses, and coordinates students’ direct access to their own records through MyCharleston on the Web. It is important for students to check their official college issued (campus) e-mail account daily and use this e-mail address to request services from the registrar.

Many resources are available to students on the Academic Services tab of MyCharleston. Students can also find transcript and graduation information on the RO website. The most commonly used student procedures on MyCharleston are described below.

College Requirement for Student Contact Information
All College of Charleston students are required to provide the College accurate and timely information regarding their local and permanent addresses, local and permanent phone numbers, and emergency contact information. Failure to keep this contact information updated may result in a student’s inability to enter the registration module of MyCharleston to add, drop or withdraw from classes, and other benefits. To review contact information – or to change it – log onto MyCharleston. On the Academic Services tab, go to the Banner Self-Service channel. Click on “Banner Self-Service” and “Personal Information”. There are links to update addresses, phones and emergency contact information. If students have any problems or questions, they can call or e-mail the registrar’s office.

NOTE: Mail Services assigns CofC Complex addresses to on-campus students only. This address cannot be updated via MyCharleston.

Student Access to Grades
Midterm and final grades are available on the Web (Academic Services Tab) after each grading period. For a complete academic record, students may request an academic transcript from the registrar’s office or view an unofficial transcript on MyCharleston.

Parental Access To Your Student Information
The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is a Federal law that protects the privacy of student education records. In accordance with regulations issued under FERPA, the College of Charleston provides an annual notification to our enrolled students of their rights (to: inspect, review, and amend the student’s education record; consent to disclosures of personally identifiable information contained in the student’s education records; opt-out from the release of information designated as directory information by the College; and file a complaint with the US Department of Education) under FERPA; as well as an explanation of the exceptions under FERPA that allows the College to disclose information from the student’s education record without consent. The Annual Notification is found at http://registrar.cofc.edu/ferpa/index.php, or additional information may be obtained by contacting the College Registrar at registrar@cofc.edu.

Students may want to share their MyCharleston password with their family so that parents can have continuous access to their academic records.

Proof Of Enrollment
Insurance companies, potential employers or loan companies may request verification of enrollment letters as proof of a student’s enrollment at the College. The College of Charleston has authorized the National Student Clearinghouse to provide degree and enrollment verification.

PHONE: 703.742.4200
FAX: 703.742.7792
E-MAIL: service@studentclearinghouse.org.
MAIL: National Student Clearinghouse
2300 Dulles Station Boulevard
Suite 300
Herndon, Va. 20171

To get a certification of enrollment (or proof of full-time enrollment), log onto MyCharleston. On the Academic Services tab, go to “Student Records” under Banner Self-Service and click on “Enrollment Verification.” Verifications requested via MyCharleston are free of charge and will be available immediately following the drop/add deadline for spring and fall terms.

Residence Life and Housing
40 Coming Street
e-mail: reslife@cofc.edu
website: reslife.cofc.edu

Our mission is to develop and operate residential student living environments that responsibly provide an unmatched student experience through superior programs, services, and facilities. Activities and events are provided by Residence Life and Housing
The College of Charleston A-Z Parents’ Guide

The College of Charleston A-Z Parents’ Guide

to help our residents meet new people and become active members in the residence hall community.

The Guide to Residential Living provides important information on Residence Life and Housing staff, programming, general rules of conduct, disciplinary actions, fire and life safety violation assessment, policies, and services. The guide can be viewed on the Residence Life and Housing website at reslife.cofc.edu.

Computer Services
All computers that access the ResNet computer service for the Residence Halls must have the approved virus protection programs installed before students can access the system. During move in days in August, students may not be able to use the computers in their room immediately as their computers will have to be configured for the system. Instructions on configuration will be provided at move-in. The configuration process should be complete by the end of the second week of classes.

Maintenance
The Work Orders Online (WOOL) system is the fastest, most expedient way to address each student’s maintenance concerns. Students may submit Work Order Requests via their MyCharleston account at any time during the academic year. Instructions on how to complete a work order are available on the Residence Life and Housing web page at http://reslife.cofc.edu. For maintenance emergencies during normal business hours (8:30 am - 5:00 pm, Monday - Friday), students should immediately contact our Maintenance Customer Service Desk at (843) 953-3700. For maintenance emergencies after normal business hours, they should immediately contact the front desk of their Residence Hall, and the on-call staff will be notified.

Access to Student Rooms by Staff
Residence Life and Housing reserves the right to enter a student’s room at any time when acting in an official capacity on behalf of the College. This applies whether or not the student is present at the time of entry. Staff members for Residence Life and Housing are required to conduct inspections of the rooms/halls throughout each semester.

Student Affairs
Stern Student Center, third floor
Office of the Executive Vice President for Student Affairs and Office of the Dean of Students
e-mail: cabotj@cofc.edu
website: studentaffairs.cofc.edu

The Division of Student Affairs provides constructive learning environments that augment our strong academic curriculum. Staff members are committed to creating opportunities to teach skills and principles that enable students to develop personal value systems, explore and build healthy interpersonal relationships, discover the obligations of community membership, realize their potential, and accept responsibility for their own development.

Resolving Disputes
The Office of the Dean of Students and the Ombudsperson are both available to meet with students should they want to discuss how to resolve a dispute or forward a complaint against an academic or non-academic official or office. The Student Grievance Policy is located with the Student Handbook. These offices are committed to listening to students about issues and assisted them in fashioning constructive resolutions.

Academic Integrity and the Honor Code
The complete College of Charleston Student Handbook is available only online at studentaffairs.cofc.edu/honor-system/studenthandbook. Integrity is a fundamental value of the College of Charleston. Our Honor Code, written by students, faculty and staff, is the College’s statement on academic integrity. It articulates the College’s expectations of students and faculty in maintaining the highest standards in academic work. The Honor Code of the College specifically forbids lying, cheating, stealing and plagiarism.

• Lying: Knowingly, furnishing false information, orally or in writing, in an effort to deceive in matters relating to academic work (e.g., fabrication of citations, lying about a class absence excuse, etc.)
• Cheating or attempting to cheat on any academic assignment (including unauthorized collaboration and recycling work when not approved by the professor)
• Stealing or attempting to steal another’s academic work
• Plagiarism: The verbatim repetition, without acknowledgement and quotation marks, of the writings of another author; borrowing without acknowledging the source; paraphrasing the thoughts of another without acknowledgement; or allowing any other person or organization to prepare work which one then submits as his or her own.

The sanction applied to a violation of the Honor Code depends on a variety of factors including, but not limited to, degree of deceit, amount of premeditation, year in school, previous offenses, and acceptance of responsibility. The sanctions of “XXF” (class failure due to academic dishonesty) and probation or deferred suspension are generally applied when dealing with plagiarism.

The Code of Conduct
Under the Code of Conduct, students are expected to act civilly at all times. Essentially, this means that students may be held accountable for any behavior that might adversely affect others or the mission of the College. The Code of Conduct can be applied to off-campus incidents. Examples of inappropriate actions include, but are not limited to:
Drug and Alcohol Violations
The College of Charleston does notify parents or guardians for each alcohol and/or drug violation. Any student found responsible for any form of distribution of illegal or controlled substances will be suspended or expelled from the College. Expulsion means permanent removal from the College. Companion drug and alcohol policies can be found in The Guide to Residential Living and The Compass (Handbook for Student Organizations).

Student Sexual Misconduct Policy
It is the Policy of the College of Charleston to respect the rights and the dignity of the individual. Sexual Misconduct, including relationship violence, stalking, domestic violence and sexual assault, violates this principle and will not be tolerated. It is a violation of the Student Sexual Misconduct Policy to discriminate against, harass or abuse any student based on gender, sexual orientation, gender identity or expression. The College is committed to taking immediate, equitable and effective steps to respond to sexual misconduct, to prevent its recurrence, and to address its effects. The Student Sexual Misconduct Policy defines effective consent as involving the presence of on-going and explicit voluntary and knowing verbal and/or overt actions clearly expressing an understandable clear permission regarding a willingness to engage in sexual activity. The full policy and its procedures is inside the Student Handbook.

Adjudication of Violations Within the Community
Students may be accountable to both outside authorities and the College for acts which constitute violations of law and of the Honor Code, Student Code of Conduct, Alcohol Policy, Drug Policy or Sexual Misconduct Policy. Disciplinary action at the College may proceed while criminal proceedings are pending, and will not be subject to challenge on the grounds that criminal charges involving the same incident have been reduced or dismissed. The Office of the Dean of Students has discretion to exercise jurisdiction over conduct which occurs off campus and which violates student conduct policies and other campus regulations.
3. Complete the “coursework elsewhere” form (check the registrar’s office website under forms).

4. Register for the course at the visiting college. Check the deadlines for course registration.

5. Once you’ve completed steps 1-4, you must have an official transcript sent from the institution you will be visiting to the College of Charleston registrar’s office in order to have the transfer credit appear on your College of Charleston transcript.

Treasurer’s Office
170 Calhoun Street
phone: 843.953.5572 – fax: 843.953.5573
e-mail: treasurer@cofc.edu
website: treasurer.cofc.edu

The Treasurer’s Office handles the processing of billing and payments. The College of Charleston is a state-supported institution whose tuition and fees are based upon appropriations granted by the South Carolina General Assembly. Accordingly, the fees charged by the College will be directly affected by the action of the legislature, and are therefore subject to change without notice.

Online Billing
All billing is done electronically and emailed to the student’s on-campus accounts and other student-authorized e-addresses. eBills are available for viewing on my.cofc.edu (MyCharleston). Balances can also be viewed on MyCharleston and will include charges and payments incurred since the last eBill was issued. Remember, the my.cofc.edu portal is available 24/7 to make bill paying more convenient. The student should use their email address/ID and Password to log in. Once logged in, students can select Payment Plans, Set Up Payment and Refund Profiles, Make Deposits, Add Cougar Cash and Dining Dollars and set up Authorized Users. Students can pay their bill using a credit card or checking account. Each on-line eBill payment by credit card will include a 2.75% Convenience Fee. There is no additional fee to pay by check on-line. Payments made by credit card in person at the Treasurer’s Office will have no additional fee attached. Credit card payments cannot be accepted by phone, fax or mail. The College currently accepts MasterCard, Discover and American Express credit cards.

Authorized Users
If anyone other than the student (a parent, trust fund, bank, for example) is to make payments toward the balance due, or is in need of receiving eBills as they are issued, we strongly recommend that they be designated an authorized user and that their e-mail address be added to the eBill system. We cannot release eBills to anyone who is not specifically authorized by the student to receive this information.

Please see treasurer.cofc.edu/eBillInstructions.html for more information about adding authorized users.

Semester Payment Plans
GENERAL INFORMATION
The Treasurer’s Office offers several payment plans to defer the cost of tuition, meal plans and housing over the cost of the semester. The balance after financial aid can be divided into either two, three, four or five payments. Excluded from the plan are parking fees and fines, bookstore charges and other miscellaneous costs. For information about the payment plans, please see the Treasurer’s Website at treasurer.cofc.edu.

FINANCIAL AID
Any financial aid received or awarded through the College must be used toward the outstanding fees. Only the balance remaining after financial aid has been applied can be financed through the installment payment plan.

Cancellation for Non-Payment Policy
It is important that payments are received on or prior to the due date as indicated on the eBill. Anyone who has not paid the requisite amount by the due date will receive a notice on their College email account only indicating that the schedule is subject to cancellation unless payment is received. If there are third party payers, such as state tuition plans, military tuition benefits, social services, etc. involved in paying any portion of the bill, it is imperative that the Treasurer’s Office is notified of such well prior to the bill’s due date.
## Who Does What

### Note: Off campus, dial 843-95number

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<thead>
<tr>
<th>Topic</th>
<th>Office</th>
<th>Physical Location</th>
<th>Phone #</th>
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<tr>
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</table>
New Student Programs Office
College of Charleston™
66 George St.
Lightsey Annex Building
Charleston, SC  29424

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