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

Stephanie Auwaerter
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.

---

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Independence Day - College Closed</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>Orientation Session 5, Day 1</td>
<td>4</td>
<td>5</td>
<td>Orientation Session 6, Day 1</td>
<td>7</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>Orientation Session 5, Day 2</td>
<td>11</td>
<td>12</td>
<td>Orientation Session 6, Day 2</td>
<td>13</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>Orientation Session 7, Day 1</td>
<td>17</td>
<td>18</td>
<td>Orientation Session 7, Day 2</td>
<td>19</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>Orientation Session 8, Day 1</td>
<td>23</td>
<td>24</td>
<td>Orientation Session 8, Day 2</td>
<td>25</td>
</tr>
<tr>
<td>27</td>
<td>28</td>
<td>Orientation Session 8, Day 2</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
</tr>
</tbody>
</table>

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

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/

### Notes

Dates are subject to change. Please refer to registrar.cofc.edu/calendars for the most up-to-date academic calendars.
Quality Enhancement Plan
Train Your Brain to Sustain

Sustainability is defined as the integration of economic, social and environmental systems in ways that allow for individual, institutional, community, regional and planetary resilience. A sustainability literate person has the knowledge and skills to advocate for resilient social, economic, and environmental systems.

The issues of climate change, peak oil, resource depletion, economic uncertainty and energy insecurity- and how they create social injustice- are vital concerns. Addressing these challenges demands creativity and new ways of thinking, and we are committed to fostering solutions to these 21st-century problems by increasing sustainability literacy.

At the College, our commitment to fostering sustainability literacy begins with establishing three avenues of advocacy- education, empowerment, and expression.

To learn about these initiatives and to find more information please visit: www.sustain.cofc.edu

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>24</td>
<td>25</td>
</tr>
</tbody>
</table>

* Labor Day
* CSL Tutoring Services Begin

* Rosh Hashanah Begins
* Last day for students to withdraw with a grade of “W” from Express 1 classes

* First Day of Autumn
* Rosh Hashanah Ends

* Yom Kippur Begins
* Yom Kippur Ends

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.

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

- Daylight Savings Ends

5 6 7 8 9 10 11

5 6 7 8 9 10 11

- Last day for students to withdraw with a grade of “W” from Express II classes

12 13 14 15 16 17 18

12 13 14 15 16 17 18

- Thanksgiving Holiday. No Classes. Residence Halls remain open.

19 20 21 22 23 24 25

19 20 21 22 23 24 25


26 27 28 29 30

26 27 28 29 30


Dates are subject to change. Please refer to registrar.cofc.edu/calendars for the most up-to-date academic calendars.
Collegiate Recovery Program

What is the Collegiate Recovery Program?

A Collegiate Recovery Program (CRP) is an institutionally sanctioned and supported program for students in recovery from addiction seeking a degree in higher education. It is a structured, healthy community where recovering students can thrive academically and socially while actively pursuing their recovery. Collegiate Recovery Programs provide students an opportunity to bond together in an alcohol and drug free environment.

Open Meetings: Tuesdays at 6:30 in Jewish Studies Center, Room 210

Notes

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

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 are subject to change. Please refer to registrar.cofc.edu/calendars for the most up-to-date academic calendars.
### 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.

### Notes

Dates are subject to change. Please refer to registrar.cofc.edu/calendars for the most up-to-date academic calendars.
## Safety Resources on Campus

Security Enhancements: Visit 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.
- R.A.D. classes offered various times during the fall and spring semester. The Rape Aggression Defense System (R.A.D) is a program of self-defense tactics and techniques.
- Over 50 emergency call boxes and 300 CCTV cameras around campus - over 60 covering public areas (e.g., walkways).
- Guide to Safer Living available on Public Safety website.
- Joint patrols with the City of Charleston Police Department.
- 24/7 Crime Action Line and 24/7 Campus Escort Service (Main Campus, Harbor Walk and North Campus).
- Silent Witness: On-line Anonymous Reports.
- Public Safety Annual Safety Walk: Conducted with Student Government Association representatives and students. This walk identifies safety and security issues.

### March 2018

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Weekend</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>Family Weekend</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td></td>
<td>17</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td></td>
<td>24</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td></td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td></td>
<td></td>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Easter
- Last day for students to withdraw with a grade of "W" from Express II classes
- Last day of full term and Express II courses
- Reading Day
- Spring full semester and Express II exams begin

**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 and parking garages (with required parking pass) 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 move out, please visit reslife.cofc.edu. (Please note that this information will be posted at the beginning of April.) For lot locations, please consult the College of Charleston Parking Map. Printed copies of the map are available at Parking Services or Public Safety.

### May 2018

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td></td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>31</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Last day to return rental textbooks at bookstore
- Spring full semester and Express II exams end
- Spring 2017 Commencement. Ceremony 1
- Spring 2017 Commencement. Ceremony 2 and 3
- Mother’s Day
- Memorial Day. No Classes. College closed.

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 Career Planning and Exploration section at http://careercenter.cofc.edu/students/careerplanning.php. The “What Can I Do With a Major In…?” link is a great resource.
• Suggest some information interviewing with some professionals in a field your student might be considering or are 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 CougarJobLink for jobs in their area

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

- Academic Advising and Planning Center .................................. 1
- Academic Requirements .................................................. 1
- Academic Services ....................................................... 1
- Addlestone Library .......................................................... 2
- Attendance Policy ............................................................ 2
- Barnes and Noble at the College of Charleston ................. 3
- Campus Housing ............................................................. 4
- Residence Life ............................................................... 4
- Physical Plant ................................................................. 4
- Campus Recreation Services ............................................. 4
- Career Center ................................................................. 5
- Center for Civic Engagement ............................................. 5
- Center for Disability Services ............................................ 5
- Center for Excellence in Peer Education ......................... 5
- Center for International Education ................................... 6
- Center for Student Learning ............................................. 6
- Class Rank ................................................................. 7
- College of Charleston Collegiate Recovery Program ....... 7
- Computers on Campus ..................................................... 7
- Cougar Alert: Emergency Notification System ............... 7
- Cougar Card Services ...................................................... 8
- Cougar Shuttle .............................................................. 9
- Counseling and Substance Abuse Services (CASAS) ........ 9
- Dining Services ........................................................... 10
- Email for Students ........................................................ 11
- Emergency Preparedness ............................................... 11
- Family Weekend .......................................................... 12
- Grade Point Average ..................................................... 12
- The Grading System ...................................................... 12
- Health Services ............................................................ 13
- Legal Residency ........................................................... 13
- Office of Mail Services ................................................... 14
- Office of Student Life ...................................................... 14
- Multicultural Student Programs and Services ............... 15
- MyCharleston ................................................................. 15
- New Student Programs ................................................... 15
- Off-Campus and Commuter Student Services ............. 16
- Office of Institutional Diversity ....................................... 16
- Office of Sustainability .................................................... 17
- Office of Victim Services (OVS) ..................................... 17
- Parent’s Advisory Council (PAC) ..................................... 18
- Parent’s Fund ............................................................... 18
- Parking Services ........................................................... 19
- Public Safety ................................................................. 19
- Registrar’s Office ........................................................... 20
- Student Affairs ............................................................. 21
- MAYMESTER AND Summer Sessions ......................... 22
- Treasurer’s Office .......................................................... 23

*Parent/Family Handbook*
The College of Charleston A-Z Parents’ Guide

Academic Advising and Planning Center
Lightsey Center, Suite 247
e-mail: advising@cofc.edu
website: advising.cofc.edu

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 catalog.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

Academic Services
Undergraduate Academic Services
Lightsey Center- Suite 101
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 library.cofc.edu
Welcome to the Addlestone Library at the College of Charleston. 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 library’s webpage will lead you to thousands of books, articles and original source materials. 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. For computer consultations, Student Computing Support is in Room 101.

On the first floor, there are 260 computers, the video/dvd collection, room 120 has 20 iMacs for video editing, room 136 is a one button studio for video creation and 2 service desks for assistance.

On the second floor, which is also a quiet area, 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 research reading room. Special Collections, with materials ranging from ancient Greek coins to medieval and modern manuscripts and rare books, welcomes students and offers all researchers 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 (lectures, gallery exhibits, and cultural events), and is dedicated to collecting, preserving and promoting the unique history and culture of the African diaspora, with an emphasis on Charleston and the South Carolina Lowcountry. The materials document the history, traditions, legacies, and influence of African Americans and their place in the American narrative. The Avery Research Center’s collections contain over 900 linear feet of archival holdings (manuscripts, photographs, microfilm, audiovisual, and digital), more than 6,000 printed volumes, and over 1,700 hundred artifacts (slavery memorabilia to material culture from West Africa and sweetgrass basket collections).

NOTE: The building is closed for renovation until October 2017.

The John Rivers Communications Museum
Is temporarily closed while the building undergoes renovations. 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
phone: 843.953.3390--fax: 843-953-2290
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. Students are expected to be familiar with and abide by the attendance policy stated in the class syllabus that is given out by each of their professors at the beginning of the semester.

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 along with reasonable 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(s) of reported illness/injury, date(s) of medical visit, and/or date(s) under medical care.
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.

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. 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.

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 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 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 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.
Campus Housing

40 Coming Street
phone: 843.953.5523 • fax: 843.953.6590
e-mail: housing@cofc.edu
website: housing.cofc.edu

Housing applications, room assignments, room changes, access control (room keys and electronic key fobs) and student housing accounts are services handled through the Campus Housing office. For the most up to date information and important dates, please visit our website at housing.cofc.edu.

Residence Life

40 Coming Street
phone: 843.953.5523 • fax: 843.953.6590
e-mail: reslife@cofc.edu
website: reslife.cofc.edu

The mission of the Department of Residence Life is to create engaging, supportive, and inclusive communities that foster academic achievement, personal development, and student involvement.

Activities and events are provided by Residence Life to help residents meet new people and become active members in the residence hall community. The Guide to Residential Living provides important information on Residence Life staff, programming, general rules of conduct, disciplinary actions, fire and life safety violation assessment, policies, and services. The residential living guide can be viewed on the Residence Life website at reslife.cofc.edu.

Physical Plant

133 Calhoun Street
phone: 843.953.5550

Submitting a work order is the fastest, most expedient way to address a student’s maintenance concerns. Students may submit work order requests via the MyHousing/Dining portal at any time during the academic year. For maintenance emergencies during normal business hours (8:30am – 5:00pm, Monday - Friday), students should immediately contact the Physical Plant Customer Service Desk at (843) 953-5550. For maintenance emergencies after normal business hours, students should immediately contact the front desk of their Residence Hall. An on-call staff member will be notified.

Staff Access to Student Rooms
Campus Housing, Residence Life and Physical Plant reserve the right to enter a student’s room at any time when acting in an official capacity on behalf of the College. Students are not required to be present at the time of entry. Campus Housing, Residence Life and Physical Plant are required to conduct inspections of the rooms/halls throughout each semester.

Campus Recreation Services

24 George Street
206-207 Silcox Gymnasium
phone: 843.953.5559
media: campusrec.cofc.edu
facebook.com/CofCCampusRec
twitter.com/CofCCampusRec

The Campus Recreation Services program provides a variety of activities sure to contribute to the overall health and well-being of the College community. Our aim is 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 highlighted by a 13,000-sq.ft. facility with an array of equipment designed to help students improve their personal fitness levels.

Student Employment
Career development for students to practice and develop leadership, management, and technical skills.
The Center for Disability Services is dedicated to ensuring that all programs and services of the College of Charleston are accessible, providing reasonable and effective accommodations while promoting independence in the student, offering educational opportunities to students, faculty and staff that enhance understanding of the various types of disabilities, promoting an environment respectful of all and serving as a resource center for faculty, staff, students and the community.

One of the main programs of the Center for Disability Services is the SNAP (Students Needing Access Parity) program. The program provides assistance and guidance to students with a documented disability to ensure equal access to all programs and services of the College. Any student with a documented disability qualifies for SNAP services.

Students should fill out an application as soon as they decide to attend the College of Charleston. The details on what is needed for the application packet can be found on the center’s website. Once a student is approved for services, SNAP provides reasonable and appropriate accommodations specific to individual needs based on the psychoeducational assessment or medical documentation.

The Career Center offers career counseling and assessments; assistance with choosing a major, finding jobs on and off campus, internships, and other types of experiential education opportunities; and post-graduation planning. It also holds several career fairs and offers a variety of events/programs for students to meet directly with a wide range of employers and graduate schools.

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.
- Annual events – Volunteer Fair, Hunger and Homelessness Awareness Week and Spring Into Service
- Recurring Service - volunteer all year with Keep Charleston Beautiful, Neighborhood House, and Lowcountry Food Bank

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
phone: 843.953.7661 • fax: 843.953.7663
website: international.cofc.edu
www.facebook.com/CofCInternational

The Center for International Education (CIE) develops, coordinates and implements programs and services that support students to study 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 student 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.

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 all over the world each year to study as undergraduate, graduate, exchange or English Language Institute students. The CIE provides immigration assistance to these students, guides them in their academic endeavors and fosters opportunities for cultural and social integration into their new environment.

Center for Student Learning
Addlestone Library – 205 Calhoun St.
phone: 843.953.5635 • fax: 843.953.5798
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, science, computer science and Business Statistics) or by appointment (selected courses, 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.

Walk-In Labs
• Accounting
• Spanish
• Math
• Science
• Writing
• Computer Science
• Decision Science 232

By Appointment Tutoring
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 for all foreign languages other than Spanish. By appointment tutoring is also available for public speaking or oral presentation preparation and 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 who 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.

College of Charleston Collegiate Recovery Program
Stern Center, 3rd Floor
Phone: 843.953.6630
Email: marchantww@cofc.edu
Website: http://deanofstudents.cofc.edu/collegiate-recovery-program/index.php

Mission Statement: The Collegiate Recovery Program at College of Charleston provides a safe and nurturing student-focused community in which students in recovery from substance and/or addictive disorders can be empowered in furthering their academic, professional and personal potential to become healthy, responsible, productive members of society.

Our new Collegiate Recovery Program (CRP) aims to help our sober students stay substance-free through peer-to-peer support, group support and through connection to the local recovering community. Held in the CRP Lounge on the third floor of the Stern Center, meetings focus on recovery-related issues and challenges one may face as a recovering young person and student. The CRP Lounge provides a safe space for students to study, get together and to plan social events on- and off-campus. A focus on community-service is part of the CRP as students will collectively find local community partners to work with. Also important will be helping students plan for their post-graduate careers through having sober community members who work in various fields come speak to students to provide guidance and perspective.

To become a member of the CRP, students must fill out an application and meet with Wood Marchant, Director of the CRP, for an interview. The CRP will also host an open meeting on campus each week and to contact the program for times and locations. The meetings will answer these questions: What is sobriety? What is recovery? What does it take? Is it for me? How do I support a friend in recovery? The group will be facilitated by Wood Marchant, CRP Director and a sober alum of the College. This will be an open forum to ask questions and learn about sobriety in a discreet setting. Please contact Wood Marchant with any questions at 843-953-6630 or at marchantww@cofc.edu.

Computers on Campus
Information Technology – Student Computing Support
205 Calhoun Street, Addlestone Library Computer Lab
Phone: 843.953.8000
E-mail: StudentComputingSupport@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 (http://blogs.cofc.edu/scs/shopping-tips/) or you can e-mail inquiries (StudentComputingSupport@cofc.edu).

CampusWide Wireless Network
cofc-secure 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.

Wireless 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 5:00 p.m., Monday through Friday.

Residence Hall Wireless Network
Connect to the MyResnet network and follow the on screen prompts to be connected.

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. Microsoft Office is available free of charge to College of Charleston students. Please check blogs.cofc.edu/scs for information on how to install Office.

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 (All fees are subject to change at any time). 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.

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 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.

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

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
The College of Charleston A-Z Parents’ Guide

Dining Services
Craig Hall (next to Admissions)
e-mail: diningservicescustomerservice@cofc.edu
website: cofc.edu/diningservices
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 will be prompted to choose a plan when signing up for their on-campus housing. Upperclassmen may sign up through their MyCharleston portal or visit Cougar Card Services in Berry Hall. Students have until the fifth day of classes to change their meal plan selection for the semester.

Dining Plans
Dining Services offers 4 types of Meal Plans to fit any student’s lifestyle. The meal plan is accessed via a student’s Cougar Card. 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:

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 come with unlimited swipes that can be used at our three dining halls, Liberty Fresh Food Co., City Bistro, and Marty’s Place. Swipes can be used any time of day or night the facilities are open.
• All Access Diamond + $300 Dining Dollars
• All Access + $100 Dining Dollars

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.
• 12 Meals Per Week + $275 Dining Dollars

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. These plans are for commuters or upperclassmen only.

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, falling 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.

their feelings, behaviors, and relationships with others better. Some concerns students bring to counseling are:

• 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).
The College of Charleston A-Z Parents’ Guide

• Block 160 + $200 Dining Dollars
• Block 120 + $200 Dining Dollars
• Block 80 + $125 Dining Dollars
• Block 40 + $150 Dining Dollars

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. They are accessed through a student’s Cougar Card and roll over from semester to semester until a student graduates. Dining Dollars may be added anytime during the semester in Cougar Card Services or online through the MyCharleston portal.
• $300 Dining Dollar Plan

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.

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.
The College of Charleston A-Z Parents’ Guide

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
CofC EMS 843.953.5611
Hearing Impaired 843.953.1419 TTY (on or off campus)
Campus Police 843.953.5611
Relay South Carolina (disability access) 1.800.735.2905 (on or off campus)

Family Weekend
website: familyweekend.cofc.edu/
Family Weekend, scheduled for March 3-6, 2018 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, participate in the CAA Basketball Tournament, 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 January 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 (3.000 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 2.400 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 2.000.

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/gpa-calculators/index.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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.70</td>
</tr>
<tr>
<td>D+</td>
<td>1.30</td>
</tr>
<tr>
<td>D</td>
<td>Barely Acceptable, Passing 1.00</td>
</tr>
<tr>
<td>D-</td>
<td>0.70</td>
</tr>
<tr>
<td>F</td>
<td>Failure 0.00</td>
</tr>
<tr>
<td>WA</td>
<td>Withdrawn</td>
</tr>
<tr>
<td>XF</td>
<td>Failure Due to Excessive Absences (equivalent to an F) 0.00</td>
</tr>
<tr>
<td>XE</td>
<td>0.00</td>
</tr>
<tr>
<td>XH</td>
<td>0.00</td>
</tr>
</tbody>
</table>

The College of Charleston A-Z Parents’ Guide
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 Monday through Friday: 8:30 a.m. to 5:00 p.m. Closed for lunch between 12:30 and 1:30 p.m., Appointments can be arranged by calling Student Health Services 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 at 3-5611 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 of Charleston. In addition, Student Health Services (SHS) hopes 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. Student Health Services provides care to registered undergraduate and graduate students and is staffed by board-certified physicians, nurse practitioners, physician assistants as well as registered nurses who are experienced in and dedicated to providing quality healthcare.

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.

Services Included as Part of Health Service Fee:
- Confidential care
- Care for minor injuries and minor illnesses, such as colds, flu, sinus infections, urinary tract infections and mononucleosis
- Gynecological care - examination and consultation related to gynecological problems, pregnancy testing, counseling and contraceptive information
- STI testing
- Certain immunizations
- Tuberculosis skin testing
- Asthma care
- Allergy shots
- Respiratory treatments
- Diagnostic testing
- Assistance with referrals to consultants as needed
- Referrals for x-rays
- Travelers Health Consultations

Services Not Included in Health Services Fee:
- X-rays
- Laboratory tests, most medical supplies, some immunizations and prescriptions.
- Pharmacy services
- After hours or weekend care
- Hospitalization
- Emergency room care
- Outside care with specialists
- Some immunizations

Care at SHS is completely confidential; students must sign a written release prior to the disclosure of medical information to anyone, including family members. Please see our website to read the entire privacy policy.

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 of Charleston 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
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
89A 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

All mail needs to be address to the Student “Full Legal Name” that is register with the college! Please do not add to the mailing address format. Mail that is not properly addressed will be return to sender. Anything that is not addressed this way might be delayed.

If there is a package waiting for your student, we’ll e-mail them through their campus account. Students will need to bring their college ID to the service window.

If you or your student needs to send important documents through the mail, please send them certified, insured or Delivery confirmation. This is the safest and best way to effectively track a piece of mail.

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.

Office of Student Life
Stern Student Center
website: studentlife.cofc.edu/index.php
facebook.com/cofcstudentlife/
twitter.com/CofCStudentLife

The Office of Student Life provides quality programs, services and facilities to promote the development of all students while enriching and supporting the growth of the College of Charleston community.

Clubs and Organizations
More than 200 organizations represent the interests, beliefs and ideologies of student groups, including honor societies and clubs focusing on academics, drama, government and politics, international interests, religious, service, special interests and sports. Students can find information at http://studentlife.cofc.edu/clubs-and-organizations/index.php.

Cougar Activities Board
The Cougar Activities Board (CAB) serves as the primary, campus wide programming body at the College of Charleston. CAB’s mission is to provide co-curricular programming that enhances the overall holistic development of our students and the campus community.

CisternYard Media
Exciting things are always happening in CisternYard Media! Those students who choose to devote their time to our award-winning student media organizations can develop new skills in a number of areas. These include computer graphics, photography and videography, graphic design, news writing, feature writing, radio and television technology, budget management, advertising and media relations.

Stern NiteLife
Stern NiteLife is a late-night programming series created for students, by students. Held on Thursday nights, events are designed to entertain and engage and include giveaways and food.

Student Government Association
The Student Government Association (SGA) is the governing organization for the undergraduate student body. Every student enrolled at the College of Charleston is automatically a member. Elected annually by student voters, officers of this organization provide a strong voice in articulating students’ concerns and take an active role in improving student life at the College.
Sports Clubs
Sport clubs are organizations formed by students motivated by a common interest in a particular sport or activity. Participants have a chance to develop their knowledge and skill to a greater degree through organized practices, games, and meetings. Each club differs in its emphasis toward competition, recreation, instruction, or some combination of the three.

Membership in the clubs is open to all College of Charleston students regardless of skill level. Take advantage of this opportunity to participate in a familiar activity or to learn a new sport! More information is available at http://campusrec.cofc.edu/sport-clubs/index.php

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 and inclusive environment that encourages the entire campus community to assist in meeting the particular needs of students via intercultural exchange, personal growth, and leadership development.

The Office of Multicultural Student Programs and Services primarily focuses on (African American, Latino/a, Asian and Native American (AALANA) student populations; however, we believe that presenting cultural learning opportunities to all students fully supports the College's commitment to diversity. The Office of Multicultural Student Programs and Services is guided by a strong commitment and passion for all students. Our office is dedicated to providing academic, cultural, personal, and social programs and services that help establish an institutional climate of cultural competence and social justice.

The Office of Multicultural Student Programs and Services coordinates the following programs:

• SPECTRA Summer Transition Program
• SCAMP
• Mentoring Matters
• Safe Zone
• Supports: Gay-Straight Alliance (GSA)
• The Excellence in Collegiate Education and Leadership (ExCEL) Awards
• Multicultural Graduation Celebrations: Asian-Pacific Islander Unity Celebration, LGBTQQAIP & Ally Lavender Celebration, Hispanic Latino Graduation Celebration, and Nia Rite of Passage Celebration

MyCharleston
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
twitter.com/cofcorientation
Instagram.com/cofcorientation

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 following programs:

• New Student Orientation
• Family Orientation
• Parent Listserv and Blog
• New Student Guide App

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 http://www.cofc.edu/families/ and scroll down to the parent listserv and blog section.

**New Student Guide App**
The New Student Guide App is the mobile guide powered by Guidebook to enhance your experience at as a new student and family member at CoC. You’ll be able to plan your day with a personalized orientation schedule, review campus resources (at orientation and through the school year), view maps and read LOTS of general new student information.
The app is compatible with iPhones, iPads, iPod Touches, Android and Blackberry devices. To view on the web go to http://guidebook.com/guide/37233 to view it on your desktop computer. You can bookmark the page to refer to it in the future. For more information go to http://orientation.cofc.edu/app-information/index.php.

**Off-Campus and Commuter Student Services**
Office of Student Affairs
website: http://studentlife.cofc.edu/

**MISSION**
Provide information and education on programs and services along with engagement opportunities and advocacy resources to College of Charleston off-campus and commuter students.

**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. Rental 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. Additional POD express stations are located in Maybank Hall and at Harbor Walk.

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

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

At the College of Charleston, diversity is our strength and the bond that unites us together as a campus community. In collaboration with the campus and Charleston communities the Office of Institutional Diversity seeks to create an inclusive campus environment for students, faculty and staff through programs, workshops and engaging activities.

**Vision**
The Office of Institutional Diversity creates opportunities for all individuals and groups to collaborate in unique, creative, and positive ways that are inclusive and inviting to participants who are encouraged to engage with the campus community in ways that speak to his/her identity and voice.

**Mission**
The Office of Institutional Diversity 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 recognition of his significant contributions to the College. Eddie Ganaway ’71 paved the way for diversity and inclusion 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. The Center addresses such areas
as race and racism, diversity training, intercultural competency, peace, social justice, disability, gender and sexuality, world religions, intercultural communication and so much more.

**Student Diversity and Inclusion Council**
The Student Diversity and Inclusion Council is a student-centered and student-led advisory organization in the Office of Institutional Diversity at the College of Charleston. The Council is a platform for ALL students to share and promote their ideas on diversity and inclusion issues observed on campus. Consisting of diverse and dynamic student-leaders, the group is committed to enhancing and promoting diversity, inclusion, access, equity, and social justice on campus among their peers and throughout the campus community. This is achieved by creating student-centered programs such as panel discussions and cultural programs.

**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, a campus bike-share program, Residence Life and Greek Life Fraternity and Sorority Life outreach, campus waste diversion 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 monthly events and the annual Sustainability Week
- 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 member of the ECOllective Student Project Committee member, join the Zero Waste Corps or Sustainable Chair for your Greek organization
- Signing up on our mailing list to receive the most current information.
- Collaborate 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.
- Join the Partnership Program working both with the Sustainability Office and a community organization.

Learn more at sustainability.cofc.edu and follow us on Facebook (CofC-Office-of Sustainability) Instagram, 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/survivor 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/survivor 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:
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/survivor are addressed at one location so that getting information and assistance is not complicated. Our mission is simple: to safeguard victims/survivors 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 parents from across the country form the Parent Advisory Council (PAC). The council works closely with the College's President to support the mission, goals, and highest priorities of the institution. Additionally, PAC parents have the opportunity to engage in events and activities which work to enhance the College of Charleston experience for all students and families.

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, academic and co-curricular programs, faculty recruitment and retention, and engagement with students: it touches all areas of campus. The College is the place where your student will become the person they are meant to be and the Parents' Fund will support them in that journey. To become a donor please contact Seaton Brown '09, Assistant Director, Parent Giving Programs, at 843.953.3667 or brownms@cofc.edu. 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
Or visit giving.cofc.edu
The College of Charleston A-Z Parents’ Guide

Parking Services
1628 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, non-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 $450 per semester. Current garage parking fees range from $400 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.

Please note that eligibility to apply for a parking permit is not a guarantee of a permit assignment. As parking availability continues to be lost to city and campus development, our number of student parking spaces declines each year. Students are encouraged to leave their cars at home and take advantage of some of the transportation services that we offer instead.

CARTA 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.enterprise-carshare.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
Twitter: @CofC_DPS
Instagram: cofc_dps

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 safety escort to/from class or residence hall or college-owned parking lots/facilities.

This program, staffed by our on-duty 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
website: http://fireandems.cofc.edu/index.php

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 http://fireandems.cofc.edu/index.php. If you have questions you can contact us at fireandems.cofc.edu or 843.953.5499.

Registrar’s Office
Lightsey Center – second floor, suite 281
phone: 843.953.5668 – fax: 843.953.6560
web: registrar.cofc.edu/
email: registrar@cofc.edu

The mission of the College of Charleston Office of the Registrar is to develop and maintain effective processes, procedures, and services necessary for the accurate and timely creation, maintenance, storage, auditing, transmission, and retrieval of student academic records from matriculation to graduation.

Grades, Academic Records, Degree Audit, Program of Study Management, Student Contact Information, Academic Catalogs, Academic Calendar, FERPA, and Enrollment Verification.

Many resources are available to students on the Academic Services tab of MyCharleston and the Office of the Registrar website (registrar.cofc.edu).

Student Access to Grades
Final and midterm grades are not mailed to students, but are available in MyCharleston on the Academic Services tab after each grading period. More information on the grading system can be found in the academic catalog or by visiting http://registrar.cofc.edu/grades.

Transcripts
The transcript is the record of a student’s enrollment at College of Charleston, including all undergraduate and graduate coursework completed at the College. Grades and coursework from previous institutions are not listed on the transcript. Only the total number of hours for accepted transfer credits are displayed. Students may request an official academic transcript or view an unofficial transcript through the Transcript channel on the Academic Services tab in MyCharleston.

Degree Works
Degree Works is a web-based degree audit application and academic advisement tool that provides a clear and convenient method for students and advisors to track degree progress. It is intended to assist students in reaching their academic goals and achieving a better understanding of degree requirements.

Degree Works is located on the Academic Services tab in MyCharleston.
Program of Study Management (POSM)
The Program of Study Management (POSM) system is an electronic workflow that allows undergraduate students to manage their degree program(s) online (declare or undeclare a major or minor, change degree type, and more!). The POSM channel is located on the Academic Services tab in MyCharleston.

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. To review or change your contact information, login to MyCharleston. On the Academic Services tab, go to the Banner Self-Service channel. Click on Banner Self-Service, Student, and then Current Contact Information.

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

Academic Catalogs
The College of Charleston Academic Catalogs serve as a guide to the academic requirements, institutional policies, and programs of study particular to the institution. Academic Catalogs can be found by visiting http://catalog.cofc.edu

Academic Calendar
The academic calendars contain important dates, deadlines, and reminders for the academic year. The calendar applies to all credit-bearing courses offered, regardless of the location of instruction or the mode of delivery. The Academic Calendars can be found on the Office of the Registrar’s website: registrar.cofc.edu/calendars

The Family Educational Rights and Privacy Act of 1974 (FERPA)
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. Additional information may be obtained by contacting the Office of the Registrar at registrar@cofc.edu.

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

Proof of Enrollment
Enrollment verification letters are used as proof of attendance at the College of Charleston. Verifications are normally requested for insurance and loan companies.

The College of Charleston has authorized the National Student Clearinghouse to provide degree and enrollment verification.

Current students may obtain a free certification of enrollment (or proof of full-time enrollment) for insurance, scholarship and loan purposes by logging on to MyCharleston and selecting “Enrollment Verification” from the Banner Self-Service menu. Enrollment verifications are available immediately following the drop-add deadlines for spring and fall terms. Additional information on enrollment and degree verifications can be found by visiting http://registrar.cofc.edu/forms-verification/index.php.

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 or caudillad@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 and Complaints
The College of Charleston is committed to receiving and addressing, in a fair and timely manner, all written student complaints filed regarding the College of Charleston, or College employees. The College’s policies related to students are available on the “http://policy.cofc.edu/policy.php” College’s Policy Website, with additional information available in the “http://policy.cofc.edu/documents/13.1.pdf” Student Handbook. Students can file a written complaint through the online form found at http://complaints.cofc.edu/. 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 College of Charleston A-Z Parents’ Guide

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, and previous offenses. 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:

- Acts of dishonesty: furnishing false information, forgery, misuse of any college document/identification, possessing a false or altered identification etc.
- Physical abuse, bullying, threats, intimidation, harassment, coercion, hazing, etc.
- Disruption or obstruction of teaching, the living/learning environment or college operations, failing to comply
- Attempted or actual theft, illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals, etc.
- Using, possessing, intending to distribute or distributing drugs or alcohol, except as expressly permitted by law; violating published college policies, rules, and regulations; violating federal, state, or local laws; disturbing the neighborhood; etc.

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. 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 are 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.

Maymester and Summer Sessions
Admissions; Craig Hall
Phone: 843.953.4831—fax: 843.953.7371
E-mail: summer@cofc.edu
Website: summer.cofc.edu

Maymester
Maymester is a two-week term between the end of the spring semester and the beginning of summer sessions. Classes meet for three-and-a-half hours, five days per week. This concentrated schedule will let you delve into subjects of interest without interruption. A number of study abroad courses and special topic courses are also scheduled during Maymester.
Extended Summer
Extended Summer consists of a six-week term that begins at the end of the spring semester and continues into June. Although traditional face-to-face classes meet in the evenings two days per week for approximately three hours each, most courses scheduled for this summer term are delivered online or as part of a study abroad program.

Summer I/Summer II
Summer I/Summer II consist of two four-week terms. Day classes meet five days per week and evening courses meet three days per week. There are substantial offerings at the introductory and advanced levels in all disciplines of the College curriculum during these two terms.

Students may take summer courses to explore fields of study outside their major concentration, to make up courses missed in the regular terms, or to accelerate their progress toward a degree. Current Maymester and summer sessions course information is available online from February to August each year. Registration for currently enrolled College of Charleston students begins March 20 via MyCharleston and March 27 for summer visiting students. Sections of online courses are now offered during Maymester and all summer terms.

Attending Summer School at another College
Before you decide to take summer school classes at another institution, you should become familiar with College of Charleston policies regarding transfer credit, such as minimum grades that will transfer, maximum number of hours that you can earn at a two-year institution, and restrictions on senior-year coursework that can be completed elsewhere. Although these policies are explained in the academic regulations section of the undergraduate catalog, here are the important steps:

1. Discuss your plans with your academic advisor.
2. Make sure that the course has been approved for transfer (check this out with the Registrar’s Office beforehand), and that you meet the registration deadlines and requirements of the institution you plan to attend.
3. Complete the “Coursework Elsewhere” form (check the Registrar’s Office website under forms).
4. Register for the course at the visiting institution. 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 or savings account 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 Visa, 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 843-953-number

<table>
<thead>
<tr>
<th>Topic</th>
<th>Office</th>
<th>Physical Location</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address changes</td>
<td>MyCharleston</td>
<td>Lightsey Center, Suite 247</td>
<td>-5981</td>
</tr>
<tr>
<td>Advising – undeclared students</td>
<td>Advising Center</td>
<td>Lightsey Center, Suite 281</td>
<td>-5668</td>
</tr>
<tr>
<td>Calendars – academic</td>
<td>Registrar</td>
<td>Lightsey Center, Suite 216</td>
<td>-5692</td>
</tr>
<tr>
<td>Career counseling and testing</td>
<td>Career Center</td>
<td>Addledon Library, Student Computing Support</td>
<td>-3375</td>
</tr>
<tr>
<td>Computer questions and problems</td>
<td>Helpdesk</td>
<td>Student Affairs</td>
<td>-5522</td>
</tr>
<tr>
<td>Conduct, Student Code of</td>
<td>Student Affairs</td>
<td>Stern Student Center, 3rd floor</td>
<td>-5522</td>
</tr>
<tr>
<td>Cougar Card</td>
<td>Cougar Card Services</td>
<td>Joe E. Berry Residence Hall, Calhoun Street Side</td>
<td>-1100</td>
</tr>
<tr>
<td>Counseling &amp; Substance Abuse Services</td>
<td>Counseling &amp; Substance Abuse Services</td>
<td>Robert Scott Small Building, 3rd floor</td>
<td>-5640</td>
</tr>
<tr>
<td>Abuse Services</td>
<td>MyCharleston, Degree Works</td>
<td>Lightsey Center, Suite 281</td>
<td>-5668</td>
</tr>
<tr>
<td>Course listings</td>
<td>MyCharleston</td>
<td>170 Calhoun Street</td>
<td>-5572</td>
</tr>
<tr>
<td>Declaring a major</td>
<td>MyCharleston, Program of Study Management (POSM)</td>
<td>Lightsey Center, Suite 281</td>
<td>-5668</td>
</tr>
<tr>
<td>Degree Audit</td>
<td>MyCharleston, Degree Works</td>
<td>Addledon Library, IT Helpdesk</td>
<td>3375</td>
</tr>
<tr>
<td>Drop/add</td>
<td>Registrar or MyCharleston</td>
<td>Lightsey Center, Suite 281</td>
<td>-5668</td>
</tr>
<tr>
<td>eBill</td>
<td>Treasurer</td>
<td>170 Calhoun Street</td>
<td>-5572</td>
</tr>
<tr>
<td>E-mail account</td>
<td>Helpdesk</td>
<td>Lightsey Center, Suite 281</td>
<td>-5668</td>
</tr>
<tr>
<td>Enrollment, proof of</td>
<td>Registrar or MyCharleston</td>
<td>170 Calhoun Street</td>
<td>-5572</td>
</tr>
<tr>
<td>Family Weekend</td>
<td>Student Life</td>
<td>Stern Student Center, 4th floor</td>
<td>-5674</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Student Handbook</td>
<td>studentfairst.cofc.edu/honor-system/studenthandbook/index.php</td>
<td>-5200</td>
</tr>
<tr>
<td>Health Issues</td>
<td>Health Services</td>
<td>181 Calhoun Street</td>
<td>-5520</td>
</tr>
<tr>
<td>Honor Board/Code</td>
<td>Student Affairs</td>
<td>Stern Student Center, 3rd floor</td>
<td>-5522</td>
</tr>
<tr>
<td>Housing/room assignments</td>
<td>Campus Housing</td>
<td>40 Coming Street</td>
<td>-5523</td>
</tr>
<tr>
<td>Impact Scholars</td>
<td>Undergraduate Academic Services</td>
<td>Lightsey Center, Suite 101</td>
<td>-5674</td>
</tr>
<tr>
<td>Independent studies – authorization</td>
<td>Academic Departments</td>
<td>Addledon Library, 1st Floor</td>
<td>-8000</td>
</tr>
<tr>
<td>Information and Research Assistance Internships</td>
<td>Research and Information</td>
<td>Lightsey Center, Suite 216</td>
<td>-5692</td>
</tr>
<tr>
<td>Jobs (on and off campus)</td>
<td>Career Center</td>
<td>Lightsey Center, Suite 216</td>
<td>-5692</td>
</tr>
<tr>
<td>Learning disabilities, ADD, ADHD</td>
<td>Center for Disability Services/Students Needing Access Parity (SNAP)</td>
<td>Lightsey Center, Suite 104</td>
<td>-1431</td>
</tr>
<tr>
<td>Learning Strategies</td>
<td>Undergraduate Academic Services</td>
<td>Lightsey Center, Suite 101</td>
<td>-5674</td>
</tr>
<tr>
<td>Leave of absence</td>
<td>Undergraduate Academic Services</td>
<td>Lightsey Center, Suite 101</td>
<td>-5674</td>
</tr>
<tr>
<td>Loans and grants</td>
<td>Financial Asst. &amp; Vet. Affairs</td>
<td>Lightsey Center, Opposite end from the bookstore</td>
<td>-5540</td>
</tr>
<tr>
<td>Lost and found</td>
<td>Public Safety</td>
<td>81 B St. Philip Street, 1st floor parking garage</td>
<td>-4980</td>
</tr>
<tr>
<td>Maintenance – residence halls and houses</td>
<td>Physical Plant</td>
<td>40 Coming Street or online through MyCharleston</td>
<td>-5550</td>
</tr>
<tr>
<td>Math tutoring lab</td>
<td>Center for Student Learning</td>
<td>Addledon Library, 1st Floor</td>
<td>-5635</td>
</tr>
<tr>
<td>Meal plans</td>
<td>Cougar Card Services</td>
<td>Joe E. Berry Residence Hall, Calhoun Street Side</td>
<td>-5635</td>
</tr>
<tr>
<td>Minority student programs</td>
<td>Multicultural Student Center</td>
<td>207 Calhoun Street</td>
<td>-5660</td>
</tr>
<tr>
<td>New students and families</td>
<td>New Student Programs</td>
<td>Lightsey Center Annex</td>
<td>-2017</td>
</tr>
<tr>
<td>Parking</td>
<td>Parking Services</td>
<td>Joe E. Berry Residence Hall, Calhoun Street Side</td>
<td>-7834</td>
</tr>
<tr>
<td>Payment plan – tuition</td>
<td>Treasurer</td>
<td>170 Calhoun Street</td>
<td>-5572</td>
</tr>
<tr>
<td>Pell Grants</td>
<td>Financial Asst. &amp; Vet. Affairs</td>
<td>Lightsey Center</td>
<td>-5540</td>
</tr>
<tr>
<td>Peer Facilitators (PYE)</td>
<td>Center for Excellence in Peer Education</td>
<td>Education Building, Suite 106</td>
<td>-3850</td>
</tr>
<tr>
<td>Personal Computer Registration</td>
<td>Public Safety</td>
<td>81 B St. Philip Street, 1st floor parking garage</td>
<td>-4980</td>
</tr>
<tr>
<td>PLUS loans – parent</td>
<td>Financial Asst. &amp; Vet. Affairs</td>
<td>Lightsey Center, Opposite end from the bookstore</td>
<td>-5540</td>
</tr>
<tr>
<td>Probation – academic</td>
<td>Undergraduate Academic Services</td>
<td>Lightsey Center, Suite 101</td>
<td>-5674</td>
</tr>
<tr>
<td>Refunds – housing fees deposit</td>
<td>Residence Life &amp; Housing</td>
<td>40 Coming Street</td>
<td>-5523</td>
</tr>
<tr>
<td>Refunds – meal plan</td>
<td>Cougar Card Services</td>
<td>Joe E. Berry Residence Hall, Calhoun Street Side</td>
<td>-1100</td>
</tr>
<tr>
<td>Refunds – parking</td>
<td>Parking Services</td>
<td>Joe E. Berry Residence Hall, Calhoun Street Side</td>
<td>-7834</td>
</tr>
<tr>
<td>Refunds – tuition</td>
<td>Treasurer</td>
<td>170 Calhoun Street</td>
<td>-5572</td>
</tr>
<tr>
<td>Refunds – vending machine</td>
<td>Cougar Card Services</td>
<td>Joe E. Berry Residence Hall, Calhoun Street Side</td>
<td>-1100</td>
</tr>
<tr>
<td>Refunds – withdrawing from CoFC Registration information</td>
<td>Registrar</td>
<td>Lightsey Center, Suite 281</td>
<td>-5668</td>
</tr>
<tr>
<td>Residence hall fine payment</td>
<td>Campus Housing</td>
<td>40 Coming Street</td>
<td>-5523</td>
</tr>
<tr>
<td>Residency status (legal)</td>
<td>Treasurer</td>
<td>170 Calhoun Street</td>
<td>-5572</td>
</tr>
<tr>
<td>Room signup, residence halls</td>
<td>Campus Housing</td>
<td>40 Coming Street</td>
<td>-5523</td>
</tr>
<tr>
<td>Schedule of courses/course listings</td>
<td>MyCharleston</td>
<td>170 Calhoun Street</td>
<td>-5572</td>
</tr>
<tr>
<td>Scholarships check deposits</td>
<td>Financial Asst. &amp; Vet. Affairs</td>
<td>Lightsey Center</td>
<td>-5540</td>
</tr>
<tr>
<td>Special enrollment</td>
<td>Academic Department</td>
<td>170 Calhoun Street</td>
<td>-5572</td>
</tr>
<tr>
<td>Student bill</td>
<td>Career Center</td>
<td>Lightsey Center, Suite 216</td>
<td>-5692</td>
</tr>
<tr>
<td>Student employment</td>
<td>Student Handbook</td>
<td>Stern Student Center, 3rd floor</td>
<td>-5522</td>
</tr>
<tr>
<td>Student organizations</td>
<td>Student Life</td>
<td>Stern Student Center, 4th floor</td>
<td>-2291</td>
</tr>
<tr>
<td>Study abroad</td>
<td>Center for International Education</td>
<td>207 Calhoun Street</td>
<td>-7661</td>
</tr>
<tr>
<td>Study skills</td>
<td>Center for Student Learning</td>
<td>Addledon Library, 1st Floor</td>
<td>-5635</td>
</tr>
<tr>
<td>Substance Abuse Prevention Counseling &amp; Substance Abuse</td>
<td>MyCharleston</td>
<td>Robert Scott Small Building, 3rd floor</td>
<td>-5640</td>
</tr>
<tr>
<td>Summer jobs</td>
<td>Career Center</td>
<td>Lightsey center, Suite 216</td>
<td>-5692</td>
</tr>
<tr>
<td>Summer school registration</td>
<td>Registrar</td>
<td>Lightsey Center, Suite 281</td>
<td>-5668</td>
</tr>
<tr>
<td>Supplemental Instruction (SI)</td>
<td>Center for Student Learning</td>
<td>Addledon Library, 1st Floor</td>
<td>-5635</td>
</tr>
<tr>
<td>Transcript – request official</td>
<td>Registrar, MyCharleston Transcript Channel</td>
<td>Lightsey Center, Suite 281</td>
<td>-5668</td>
</tr>
<tr>
<td>Transcript view unofficial</td>
<td>MyCharleston Self-service Banner</td>
<td>-5674</td>
<td></td>
</tr>
<tr>
<td>Tuition – information &amp; payments</td>
<td>Treasurer</td>
<td>170 Calhoun Street</td>
<td>-5572</td>
</tr>
<tr>
<td>Tutoring</td>
<td>Center for Student Learning</td>
<td>Addledon Library, 1st Floor</td>
<td>-5635</td>
</tr>
<tr>
<td>V.A. educational benefits</td>
<td>Financial Asst. &amp; Vet. Affairs</td>
<td>Lightsey Center, Opposite end from the bookstore</td>
<td>-5540</td>
</tr>
<tr>
<td>Victim assistance</td>
<td>Office of Victim Services</td>
<td>76 George Street, Suite 202</td>
<td>-2273</td>
</tr>
<tr>
<td>Volunteer work</td>
<td>Center for Civic Engagement</td>
<td>Lightsey Center, Suite 203</td>
<td>-5838</td>
</tr>
<tr>
<td>Withdraw – from class during regular withdrawal period</td>
<td>Registrar or MyCharleston</td>
<td>Lightsey Center, Suite 281</td>
<td>-5668</td>
</tr>
<tr>
<td>Withdraw – from class after the withdrawal deadline</td>
<td>Undergraduate Academic Services</td>
<td>Lightsey Center, Suite 101</td>
<td>-5674</td>
</tr>
<tr>
<td>Withdraw – from the College</td>
<td>Undergraduate Academic Services</td>
<td>Lightsey Center, Suite 101</td>
<td>-5674</td>
</tr>
<tr>
<td>Writing lab</td>
<td>Center for Student Learning</td>
<td>Addledon Library, 1st Floor</td>
<td>-5635</td>
</tr>
</tbody>
</table>