Academic Advising
Your student will meet with an advisor and register for courses during orientation. The advising appointment indicated on the orientation schedule is usually a one-on-one session. Due to space limitations, family members do not attend. For more information, go to the Academic Advising and Planning Center website at http://advising.cofc.edu

Center for Disability Services
If a student or a family member attending orientation has a disability that requires special arrangements be made during orientation, please call the Office of New Student Programs at 843.953.2017.

If your student needs special arrangements to be made during the school year, please contact the Center for Disability Services (CDS) at 843.953.1431. CDS provides assistance and guidance to students with documented disabilities (learning, attentional, physical or psychological) to ensure that students have equal access to all programs and services. Visit http://disabilityservices.cofc.edu/?referrer=webcluster& for more information.

College Policies
The College has an academic honor policy as well as a drug/alcohol policy. At http://studentaffairs.cofc.edu/honor-system/index.php you can find information about the honor system. To become familiar with the drug/alcohol policy, download the student handbook http://studentaffairs.cofc.edu/honor-system/studenthandbook/index.php

Computers and Technology
Students are not required to have their own computers. Although bringing one to campus is convenient, students can use the campus computer labs in the Addlestone Library and in certain residence halls, if they don’t have one. You can find information regarding computer requirements, bringing a computer from home, buying a computer, educational discounts, etc., online. Go to http://blogs.cofc.edu/scs/ for information for new students, instructions on connecting to the CampusWide wireless network on campus, information about student email accounts, residence halls, and the student computing center.

*There will be technology information sessions offered during orientation.
Configuring Laptops
The College of Charleston is “wireless,” so laptops can be used around campus. Go to http://wireless.cofc.edu/ to research the requirements for network cards and for information on how to set up laptops. IT representatives will be at the student support desk in the Addlestone Library lab during each orientation to configure student laptop computers for the CampusWide Wireless network.

CougarAlert
CougarAlert is the system the College uses to notify students, faculty, staff and parents of a campus crisis or emergency situation. It can handle as many as six telephone numbers, two e-mail addresses and one text message address for each student. Students need to enter their emergency contact information through MyCharleston. In case of an emergency, CougarAlert will pull up whatever contact information is on record in MyCharleston. For more information, go to http://emergency.cofc.edu/cougaralert/index.php

Student E-mail Account
Students were assigned an official College e-mail account when they were accepted. Since the College will use this e-mail account for official school business (such as financial aid, billing information, class cancellations, etc.), it is important that students check it frequently. Students can set their password and access their e-mail account through MyCharleston (http://my.cofc.edu).

Final Transcripts and Forms
Freshmen and transfer students must send in their AP/IB scores or transcripts from college coursework they’ve completed to the Office of Admissions. Freshmen must also send a copy of their final high school transcript.

Health Form
All students should download the student health form as soon as they are admitted. It and the student’s immunization information are due to health services prior to the beginning of classes. All information is strictly for use by the health services staff and will not be released without the student’s knowledge and prior written consent. To print additional forms, go to http://studenthealth.cofc.edu/forms-immunizations/forms.php; the mailing address is on the website, the form may also be turned in at orientation.

Family Listserv
Family members can join online discussions with other College of Charleston family members. The College of Charleston Parent Listserv is a forum where parents can ask questions or share information with other listserv members. To become a member, go to www.cofc.edu/parents/parentlistserv.php for sign-up instructions.

You’ll receive a confirmation e-mail and will need to click on the link embedded in the e-mail in order to confirm your subscription to the College of Charleston Parent Listserv.
Parking on Campus
Do students really need a car at the College? If they live on campus and have fewer than 30 cumulative credit hours earned and on file with the registrar’s office, they aren’t eligible to apply for on-campus parking. And, because parking is at a premium, walking and biking are often more viable alternatives. Also, many students find that they can get everywhere they need to go in downtown Charleston on the city’s CARTA buses (www.ridertura.com).

College of Charleston parking spaces are assigned based on the number of cumulative credit hours earned by each student, with priority given to those students with the highest number of credit hours earned and on file with the registrar’s office. Student parking fees range from $250 to $600 per semester and must be paid for in advance of each semester. For more information, look at parkingservices.cofc.edu/?referrer=webcluster or call 843.953.7834.

*Notes: Students who are eligible should call parking services to inquire about the application process and deadlines.

You can find information regarding alternative parking options at http://parkingservices.cofc.edu/parking/alternative-parking.php

Placement Testing
In order to assist advisors, students may need to take online placement tests before orientation. They should check their College of Charleston e-mail account for information and login instructions. The placement tests in math and in foreign languages (French, German or Latin) give students the opportunity to have their academic skills evaluated before they register.

Note: Even though your student may have taken placement tests at another college, the scores do not transfer. He or she will have to complete any required College of Charleston placement test(s).

Residence Life
In early August, students who will be living on campus throughout the academic year will receive parking information and a packet of instructions for move-in. Check-in for the fall semester will be between August 13 and 21 and based on a student’s participation in early student programs and housing assignment.

We suggest that students contact their roommates before they arrive on campus to discuss the items each will need to purchase for the room. Before they purchase anything, however, they should check http://reslife.cofc.edu/campus-housing/housing-list.php for a list of items that they should not bring to the College.

If your student is not living on campus, the Office of Residence Life and Housing provides information about off-campus housing at http://reslife.cofc.edu/ under the off campus housing tab.
Scholarships and Financial Aid
To qualify for grants, loans, and work-study, students must complete the free application for federal student aid (FAFSA). Notification of awards is sent to the student’s College of Charleston e-mail account. Some scholarships require completion of an application form, while others are awarded through the admission application. Visit http://finaid.cofc.edu/ for financial aid information and to find links to state and local scholarship sites.

Tuition Payment
All billing is done electronically. The College does not mail paper bills. The Treasurer’s Office will send an E-Bill notification to all students’ College of Charleston e-mail addresses and to any e-mail accounts that they have authorized.

We will cover the College’s tuition payment policy during orientation.
*Note: Students are responsible for setting up the authorized users for their account and/or for forwarding their billing statement to the responsible payer.

Bills will vary depending on individual course selection, housing arrangements, labs, participation in various activities and other factors. Students may arrange to set up a payment plan through the Treasurer’s Office. Students must pay the balance due in a timely manner in order to retain their preferred course schedule. For information regarding tuition and fees, visit http://treasurer.cofc.edu/ or call the Treasurer’s Office at 843.953.5572.