



COLLEGE *of*  
CHARLESTON

NEW STUDENT PROGRAMS

## The A-Z Guide Helpful Information for Family Members

### **Academic Advising**

Your student will meet with an advisor and register for courses during orientation. The advising appointment indicated on the orientation schedule is 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/> 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 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 campus wireless network, information about student email accounts, residence halls, and the student computing center.

## **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. Students can set up the wireless on their computer before they come to campus by going to the website listed above.

## **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/health-immunization-form/index.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 <http://www.cofc.edu/families/> 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.

## **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 CofC. 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>

## **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.ridecarta.com](http://www.ridecarta.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 who live off campus a high 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 <http://parkingservices.cofc.edu/> 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 posted on the website each semester (<http://reslife.cofc.edu/>) and based on a student's participation in early student programs and their 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/move-in.php> for a list of items that they should not bring to the College.

## **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 not be dropped from their class schedule due to non payment. For information regarding tuition and fees, visit <http://treasurer.cofc.edu/> or call the Treasurer's Office at 843.953.5572.