REGISTER for January 2018
As a new student, you will participate in our two-day orientation program on January 4 and 5. During orientation, you’ll attend important information sessions, meet other new students, meet with an advisor and register for classes.

You may notice there is an orientation registration hold on your student account. This registration hold will remain on your account until you attend orientation and meet with an advisor (it does not prevent you from registering online for orientation). If you do not attend the orientation session, you will have to wait to register for classes until January 8, the day spring 2018 classes begin.

Once you have met with an adviser at orientation, that hold will be removed and you will be able to register for courses.

We charge everyone a nonrefundable, $100, new-student fee. It is used to cover the costs of processing your application, placement testing, orientation materials and lunch on the orientation day of your choice. This fee, plus any family orientation fees ($35.00 per family member), will be due when your tuition bill is due in January.

The Office of New Student Programs staff – and the College of Charleston – look forward to introducing you and your family to our community while you prepare to live the life of a College of Charleston student.
When you were accepted to the College of Charleston, you created an account in MyCharleston to pay your tuition deposit. Now that you have been accepted and paid your tuition deposit, you must take the very important step of changing your status from “accepted” to “student,” and set up access to your permanent College of Charleston account.

You should have received an email through the personal email account that you used on your application to the College. In this email, there will be a link, a new username, and password, and instructions for setting up your permanent student account. Click on the link and log in to activate your permanent student account with a new username and password. From this point on, you will use this permanent account for all business you conduct with the College, such as registering for orientation, signing up for a meal plan, changing an address, checking space availability in a class and registering for a class, or reviewing account charges and balance information and viewing your student email. If you have not received an email with instructions on how to set up your permanent MyCharleston account, please contact helpdesk@cofc.edu or 843.953.3375.

ACCESS YOUR COLLEGE OF CHARLESTON EMAIL ACCOUNT

Your new College email account (username@g.cofc.edu) will be used for all college-related business. You must use this email for any correspondence with College of Charleston departments, faculty and staff. We recommend that you check this email several times a week since you will be receiving important information from the College.

To use your student email account, please log into MyCharleston at my.cofc.edu. Use your Cougars Account username and password. Click on the Cmail icon that will appear in the upper right-hand section of the screen. The first time you access your email account, you will use the Cougars account information that you used to log into MyCharleston.
FAMILY ORIENTATION

Are there adults in your family who would be interested in coming to orientation with you? We encourage them to attend family orientation, a two-day program designed especially for them. It will run concurrently with the orientation session that you will be attending. Use the online reservation form to register your family. During these sessions, your adult family members will get an overview of our campus support services and have the opportunity to ask questions of faculty and staff. They will also meet families of other new students in small group settings, talk to currently enrolled students, learn about campus technologies and explore career planning resources. There is a $35, non-refundable fee per family member that covers the costs of orientation materials and lunch during orientation on the day of their choice. The fee is due with your tuition bill in January.

BACHELOR OF PROFESSIONAL STUDIES (BPS)

If you have been accepted into the Bachelor of Professional Studies Program, you will attend a special orientation program at the College of Charleston North Campus in December. You do not have to complete the registration form mentioned in this booklet. The BPS program staff will send you information regarding the orientation in December.

TRANSFER STUDENTS

While we recognize that you have had some college experience, you still must attend an orientation session. It is important for you to learn the ins and outs of the College of Charleston and register for courses. If by January 4, 2018, you will be over 23 years old, you are eligible for express orientation and should receive additional information in the mail about how you will register for orientation.
WHAT TO DO BEFORE ORIENTATION

AP OR IB TEST SCORES
If you’ve taken any AP or IB tests and want to receive transfer credit, please submit your final test scores to the Office of Admissions for evaluation. You can check what the College accepts at registrar.cofc.edu/transfer/index.php.

PLACEMENT TESTS

FOREIGN LANGUAGE

freshmen | All incoming students who take a language placement test may demonstrate proficiency of up to 12 hours in a language they studied in high school. If you took German, French or Latin in high school, but have not taken a foreign language at the college level, then you will have to take an online placement test. If you studied Spanish, however, your placement is determined by how many years of Spanish you completed at the high school level.

Even though you may be planning to take a new language at the College of Charleston, we suggest you take a placement test in German, Latin or French if you studied those languages in high school. This way you will have a placement score in case you change your mind about taking a new language.

transfer students | If you have taken a foreign language at the college level, you will be placed in the next course in sequence, in order to complete your 12-hour, general education requirement. If you have not taken any college-level foreign language courses, but took German, French or Latin in high school, we recommend that you take the online placement test.

For additional information about placement testing for foreign languages, please go to orientation.cofc.edu/placement-testing/index.php.

MATH

All freshmen must take the math placement test regardless of previous coursework at another institution. Students must complete the math placement test at least two weeks before they are scheduled to attend orientation. Please be aware that failure to take the test before orientation will delay your enrollment in a math course.

All transfer students must take the math placement test regardless of previous coursework at another institution. Students must complete the math placement test at least two weeks before they are scheduled to attend new student orientation. Please be aware that failure to take the test before orientation will delay your enrollment in a math course.

For additional information about placement testing for math, please go to math.cofc.edu/placement-testing/index.php.
Registration will open on Tuesday, November 7. When you are ready, you’ll type my.cofc.edu into your browser and log into your permanent MyCharleston account to complete the online registration form. It is important to log in using your permanent username. Remember, your permanent username is made up of letters and not numbers. If you are still using your student ID number as your username, please refer to the MyCharleston information at the beginning of this booklet.

Please sign up as soon as possible. Before you log in, we also recommend that you go through the rest of the booklet and write your answers down in order to quickly finish the online form.

Once we have processed your orientation registration, you will be able to view your session confirmation online in the orientation box under the “academic services” tab in your MyCharleston account. We will mail you additional orientation information describing the orientation experience, what you need to bring and what you need to do before orientation.

Notes: Individuals who have a disability and need special arrangements for orientation should contact the Office of New Student Programs at 843.953.2017 as soon as possible. If you need to make a change to your online orientation registration form after you have submitted it, you can email your requested change to us at orientat@cofc.edu. Please include your name and student ID.

NOTIFICATION OF CONFIRMATION
Please do not make travel plans and/or lodging reservations until your assigned orientation date has been confirmed. One week after you have submitted your online registration form, you’ll be able to see your confirmation online. (We do not mail or email confirmations.) Log onto my.cofc.edu, select the “academic services” tab, locate the “orientation” box and click on “orientation registration confirmation.”
STEP 1: GETTING STARTED

(Technology note: The registration process is not designed to be completed on your smart phone or touchscreen tablet.)

A. Go to my.cofc.edu, use your Cougars account information to log in, and select the “academic services” tab.

B. Scroll down and locate the “orientation” box.

C. Click on the “orientation registration” link in the “orientation” box.

D. You will automatically be routed to the online registration form.

E. Verify that your name and email address are displayed and continue on to the registration form.

Follow the instructions and complete the entire reservation form. Please answer all the questions as the information you provide will help us plan the best orientation for you.

Requests on a first-come, first-served basis. You will be able to see your confirmation on MyCharleston one week after you’ve submitted your request. We do not mail or email confirmations.

Please provide the best phone number at which we can contact you in case we have registration questions.

____________________________________________________________________________

STEP 2: SIGN UP YOUR FAMILY MEMBERS FOR FAMILY ORIENTATION

If any members of your family want to participate in family orientation, indicate the number of family members (excluding student) who will attend ($35.00 per family member).

____________________________________________________________________________

STEP 3: SELECT AN ACADEMIC MAJOR IN WHICH YOU ARE INTERESTED

In which major do you have the strongest interest? If you really have no preference, select “undeclared” on the reservation form.

Note: If you choose an intended major at this point, you are not making a commitment – only indicating an interest. At orientation, you’ll learn exactly what’s involved in the declaration-of-a-major process.
Pre-law and pre-med are not majors at the College, but students who are interested in pre-professional programs do have the benefit of excellent pre-professional program advisors. If you want to pursue a career in either of those fields, there are a variety of majors in related areas (see opposite page for list ➟).

Indicate your major of interest: ________________________________

**STEP 4: LIST ANY AP OR IB TESTS THAT YOU HAVE TAKEN**

Please note that a minimum score of 3 (AP exam) or 4 (IB exam) is required to earn College of Charleston credit; only list exams where you have met (or expect to meet) the minimum score. For more information, please go to: registrar.cofc.edu/transfer/credit-by-exam.php.

*Note: This information will help your academic advisor prepare for your meeting.*

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

**STEP 5: MAKE YOUR FOREIGN LANGUAGE CHOICES**

*Note: This information will help your academic advisor prepare for your meeting. Placement tests have been covered in the WHAT TO DO BEFORE ORIENTATION section of this workbook.*

What foreign language did you study in high school?

______________________________________________________________________________

Have you studied a foreign language at the college level?

______________________________________________________________________________

If yes, indicate which language you studied.

______________________________________________________________________________
MAJORS

• accounting
• African American studies
• anthropology
• archaeology
• art history
• arts management
• astronomy
• astrophysics
• biochemistry
• biology
• business administration
• chemistry
• Classics
• commercial real estate finance
• communication
• computer information systems
• computer science
• computing in the arts
• dance
• data science
• early childhood education
• economics
• elementary education
• English

• exercise science
• finance
• foreign language education
• French and Francophone studies
• geology
• German
• historic preservation and community planning
• history
• hospitality and tourism management
• international business
• international studies
• Jewish studies
• Latin American and Caribbean studies
• marine biology
• marketing
• mathematics
• meteorology
• middle grades education
• music
• philosophy
• physical education
• physics

• political science
• professional studies
• psychology
• public health
• religious studies
• secondary education cognate
• sociology
• Spanish
• special education
• studio art
• supply chain management
• theatre
• urban studies
• women’s and gender studies

SPECIAL PROGRAMS

• health professions advising
  (examples: medicine, nursing, dentistry, physician assistant, veterinary medicine, optometry, pharmacy, physical therapy)
• pre-law advising
Which language do you intend to study at the College of Charleston?

__________________________________________________________________________________

If you wish to take an additional placement test for another language, in which language do you wish to be tested?

__________________________________________________________________________________

STEP 6: DUAL ENROLLMENT

freshmen and transfers | Did you take college courses for credit while still in high school? If so, then you are dual enrolled. If you want to receive college credit for those courses you completed successfully while dual enrolled, you must request separate transcripts for each course. Simply listing dual-enrollment courses on a high school transcript is not sufficient.

To assist advisors with your academic plan, please do the following:

List any college courses you have taken while in high school.

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

To receive credit for the coursework, please send an official transcript from the college where the courses were taken to:

College of Charleston
Office of Admissions
66 George Street
Charleston, S.C. 29424-0001
ORIENTATION SCHEDULE

DAY 1:

• Check in at Cougar Mall between 7:30 and 8:15 a.m. There will be student interns on campus throughout the morning to direct you to the check-in location.

• Meet your orientation intern.

• Official welcome

• College’s tuition payment policy and electronic bill pay

• Campus tour

• Pick up Cougar Card (campus ID)

• Meet with faculty from various majors.

• Meet with representatives from the Center for Student Learning, Center for International Education and many others.

• Academic advising

• Learn about the College’s general academic and specific major requirements.

• Learn how to be a successful College of Charleston student.
WHERE TO STAY DURING ORIENTATION

Students who will be living on campus during the spring semester may move in on Wednesday, January 3 beginning at 12:00 noon.

Students who will be attending orientation and not living on campus can book a room in one of the many hotels in the Charleston area. Check out the visitors information website at cofc.edu/visit/placestostay.php for travel information. When you make a reservation at local hotels, be sure to ask if they offer special room rates for people attending orientation at the College.

You can also find airline information and driving directions to the College of Charleston on that same website.

DAY 2:

• Register for classes

• Sessions on information technology, library services and diversity

• Meet your new friends

Note: In December, we will post a more detailed schedule on orientation.cofc.edu.

Go to orientation.cofc.edu and see the calendar (under “quick links”) for a checklist of other business to take care of before orientation.
Don’t forget to take any necessary placement test(s) at least two weeks before your orientation session starts.

Check your College of Charleston email account several times a week.

Check out the spring calendar for reminders about things to do before move-in and the beginning of classes at orientation.cofc.edu (under “Quick Links”).

Before you come to orientation, read the next booklet that we will mail you. It will contain additional orientation information.
Now that you’re about to become a Cougar, we’d like to help you connect with your new friends and family.

Information on orientation is tweeted on @cofcnsp and posted regularly on the New Student Programs Facebook page. Go to orientation.cofc.edu and click on the Facebook link at the bottom of the page. Also check out our Instagram page at cofcorientation.

You’ll probably also want to check out the College of Charleston main Facebook page to get an idea of the cool things that go on here throughout the year, and the Class of 2021 Facebook page as well. It’s a great way to meet people before you even arrive on campus.

As for your family, we suggest that they spend some time on the “parent services” page (nsp.cofc.edu/parent/index.php). From there they can go to the “parent website,” sign onto the parent listserv and/or the parents blog.

These are all excellent resources that will have you and your family feeling comfortable with the College in no time flat.