Pre-Orientation Information

WHERE WILL YOU STAY DURING ORIENTATION?

Students who will be living on campus during the spring semester may move in on Wednesday, January 2, beginning at 12:00 noon.

Students who will be living off 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/placetostay.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.

STUDENT HEALTH FORM | Due on December 15

In order to register for classes, every College of Charleston student must have an immunization form, validated by the student’s current healthcare provider, on file with Student Health Services. The three required vaccines are MMR, Quadrivalent Meningitis and TDAp. Check studenthealth.cofc.edu for more information.

TIPS: IN ORDER TO MAKE ORIENTATION GO AS SMOOTHLY AS POSSIBLE, THERE ARE SOME THINGS YOU SHOULD DO BEFOREHAND.

STEP 1 | Set up your College of Charleston email account.

Your new College email account (yourname@g.cofc.edu) will be used for all college-related business. You must use this email account for any correspondence with college departments, faculty or staff. We recommend that you check this account several times a week.

To access your student email account, log into my.cofc.edu. Use your Cougars account username (also commonly referred to as: CofC username or MyCharleston 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 you used to log into MyCharleston.

STEP 2 | Explore the Academic Advising and Planning Center (AAPC)

The advising process works best when you are prepared. Go to advising.cofc.edu, select “Newly Admitted Students” from the menu. These tips will help you prepare to work with an advisor on a personalized academic plan. You should also check your College of Charleston email for information from your academic advisor about ways to prepare for advising and registering for courses during orientation.

Due to space limitations, family members do not attend these appointments.

The spring semester begins on Tuesday, January 8. If you do not attend orientation, you will not be able to sign up for classes until Monday, January 7 during late registration.
STEP 3 | Complete placement testing.
All placement tests (math and foreign languages, if applicable) must be completed two weeks prior to orientation. The results will help an advisor evaluate your academic skills and help you set up your class schedule.

All students must take the math placement test regardless of previous coursework taken at another institution. You must complete this test at least two weeks before your scheduled orientation session. Please be aware that failure to take the test before orientation will delay your enrollment in a math course.

For information on placement testing, please go to orientation.cofc.edu and select “placement testing” from the menu. Note: The scores of placement tests that you may have taken at another college do not transfer.

STEP 4 | Submit your AP/IB scores.
All freshmen and transfer students should send in AP/IB scores and final transcripts from coursework completed in college. If you are a freshman, you must also have your final high school transcript sent to the College. Information is available at go.cofc.edu/transfercredits.

STEP 5 | Set up authorized users for eBill.
The College does not mail bills. All billing is done electronically, and you are responsible for setting up the authorized users for your account. The Treasurer’s Office will send eBill notifications to your College of Charleston student email address and to any email accounts that you have authorized (treasurer.cofc.edu).

By law, your student financial records may not be shared with anyone without your written consent. So, if people other than you (your parents or an employer, for example) need to view your account and make payments on your behalf, you will have to set each one up as an authorized user in the ebill system. For instructions, check out the tutorials at treasurer.cofc.edu/ebill.

WHAT SHOULD YOU BRING TO ORIENTATION?

- pen and paper
- transcripts or course descriptions from other universities, if you have transfer credits that have not been evaluated yet | Note: Transfer students should bring any transcript or course-description information to their advising appointment if they have transfer credit that has not been evaluated.
- some type of government-issued, picture ID
- College of Charleston student ID number
- spending money
- MyCharleston log-in information and password
- campus email address and password
- an umbrella
- comfortable clothes/shoes
- a sweater, jacket or sweatshirt (Sometimes the classrooms can be chilly.)
Orientation

CHECK-IN | PLEASE PLAN TO ARRIVE BETWEEN 7:30 AND 8:15 A.M. AT COUGAR MALL (165 CALHOUN STREET), which is the open space between Maybank Hall (No.26 on campus map) and Robert Scott Small Building (No.23 on campus map). At check-in, you will receive your personalized orientation schedule and your family will receive theirs. You will also receive a free lunch ticket for Liberty Street Fresh Food Company, where you and your family can try campus dining on Day 1 or Day 2 of your schedule. Student interns will be available around the campus to direct you and your family to the check-in location.

WHAT TO DO | Note: You and your family will attend separate activities throughout the entire day.

DAY 1 | (approximately 7:30 a.m. to 5:00 p.m., depending on your schedule)
- Check in at Cougar Mall.
- Meet your orientation intern.
- Official welcome
- Academic advising
- Meet with faculty from various majors.
- Honor System
- Being safe
- Campus tour
- Pick up your Cougar Card.
- Meet with representatives from the Center for Student Learning, Center for International Education and many others.

DAY 2 | (approximately 7:30 a.m. to 2:00 p.m., depending on your schedule)
- How to use MyCharleston.
- Register for classes.
- Student services breakout sessions: technology, using the library and diversity
- Classroom tours
- Campus offices will be open from 8:30 a.m. to 5:00 p.m. throughout orientation.

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

COUGAR PANTRY SUPPLY DRIVE | As a result of a student-driven initiative to help students who face food insecurity, the College has set up a food pantry. Any College of Charleston student in need can get dry goods and hygiene products at no cost. Our office is helping stock the pantry with supplies. If you would like to make a donation, please go to orientation.cofc.edu/community-service/index.php.

Note: The College is a tobacco-free campus. For information regarding this policy, please go to tobaccofree.cofc.edu.
What to expect

AS A NEW COLLEGE OF CHARLESTON STUDENT - EITHER FRESHMAN OR TRANSFER - YOU ARE REQUIRED TO ATTEND ALL ORIENTATION ACTIVITIES THROUGHOUT THE TWO-DAY PROGRAM. (Keep in mind that your schedule will be different from that of your family.) You’ll attend interest sessions, meet current College of Charleston students and explore the campus.

We strongly encourage you to download our mobile guide to enhance your experience during orientation and throughout your first year. You’ll be able to personalize your schedule, review campus resources, look at maps and check out LOTS of information relevant to new students. This app is compatible with iPhones, iPads, iPod Touches, and Android and Blackberry devices. Download instructions: go.cofc.edu/guidebookapp.

This will also be your first opportunity to learn about the academic process at the College, meet with an academic advisor and register for courses. While you may use my.cofc.edu to check the availability of courses, you can’t register until you attend orientation. There will be an orientation held on your records that will prevent you from registering; it will be removed when you attend orientation.

Please read this information carefully. If you still have questions, go to orientation.cofc.edu, or contact the Office of New Student Programs at orientat@cofc.edu or 843.953.2017.

Note: If you have decided not to attend the College of Charleston, or cannot start in the spring semester, you must notify the Office of Admissions in writing at Office of Admissions, College of Charleston, Charleston, S.C., 66 George St., 29424-0001, or admissions@cofc.edu.

ORIENTATION CONFIRMATION

You can view your session confirmation by visiting my.cofc.edu and logging into your MyCharleston account. Click on the “academic services” tab, look for the orientation box and click on “orientation registration confirmation.”

FEES

Be advised that the College charges every new student a $100.00, non-refundable, new-student-program fee to help cover the expenses of orientation. This is included in your tuition bill, due in January.
**Information, Please**

**COMPUTERS AND TECHNOLOGY** *(IT.COF.C.EDU)*

The College of Charleston is wireless, so you can use your laptop around campus. Go to go.cofc.edu/scshopping to find recommendations for software and computer configurations. Go to wireless.cofc.edu to set up your laptop for the wireless network. Follow the set-up instructions while you remain online. (The online application does the setup almost automatically.) If you use this method, the next step will be to go to the security page of go.cofc.edu/scsecurity, where you can download and install the appropriate version of our free antivirus software. If you already have some antivirus software other than the required one on your computer, you’ll have to uninstall it first.

**LIVING ON CAMPUS** *(HOUSING.COF.C.EDU)*

If you will be living on campus, the Department of Residence Life and Housing will send you information about moving in and where to park. Your check-in time will be based on your residence hall assignment.

You may wish to contact your roommate before you arrive on campus to discuss the items that you will need to purchase for your room. Be sure to go to the residence life website to see a list of items that you should not bring to the College.

**PHONE NUMBERS**

- admissions.................................................. 843.953.5670
- disability services................................. 843.953.1431
- email questions........................................ 843.953.5457
- financial aid.............................................. 843.953.5540
- health services......................................... 843.953.5520
- in-state status........................................... 843.953.5572
- meal plans............................................... 843.953.5539
- campus housing........................................ 843.953.5523
- technology issues................................. 843.953.3375
- tuition..................................................... 843.953.5572

**WEBSITES**

- campus information..................................... cofc.edu
- undergraduate catalog.............................. catalogs.cofc.edu
- disability services................................... disabilityservices.cofc.edu
- financial aid............................................ finaid.cofc.edu
- health services........................................ studenthealth.cofc.edu
- meal plans.............................................. charleston.campusbisdish.com
- registrar................................................... registrar.cofc.edu
- campus housing...................................... housing.cofc.edu
- technology issues................................... it.cofc.edu
- tuition.................................................... treasurer.cofc.edu