WELCOME TO THE COLLEGE OF CHARLESTON

Office of New Student Programs
College of Charleston
843.953.2017
orientat@cofc.edu
What’s in your Folder

- Individualized Schedule
- Campus Map
- Taking Care of Business, Getting Involved, Academic Life and Staying Safe handouts
- Handouts on various campus resources
Campus Business to Take Care Of

- Get your picture taken for your **Cougar Card** (student ID card) or pick it up at **Cougar Card Services** (student ID card) - open 8:30am-4:30pm Monday-Friday.

- Pay **tuition** or set up a payment plan at the Treasurer's Office (170 Calhoun St.) or #10 on the campus map.

- Check on **Financial Aid** at The Office of Financial Assistance and Veteran's Affairs is located in the Lightsey Center (#5 on the campus map).

- Be sure that you are able to login to **MyCharleston**
  - Contact the IT helpdesk at helpdesk@cofc.edu or call 843-953-3375 if you have trouble logging in to MyCharleston.

- Questions about **Parking**? Visit Parking Services at Parking Services (162B Calhoun Street; Berry Residence Hall, 1st floor. Enter from Calhoun Street).
BEING A STUDENT AT THE COLLEGE

The Academic side
Technology Use

• MyCharleston – Student portal
• OAKs - Some classes use OAKS to post supplemental material online
• Cmail – The campus email is assigned to you
Email

- **Uses**
  School wide, professors, classmates, personal use, and can be used for internships, jobs, etc. This email is multi-use.

- **Signature**
  In Google email (cmail) you can set up a signature so your email is always signed and the faculty know who to answer.

- **Check inbox daily**
  This could be the make or break between you showing up to a canceled class or a weather cancelation!
My Charleston
my.cofc.edu

- Keep address updated
- Check out financial aid
- Use to register for classes
- Degree works
- Sports tickets, SGA elections, etc.
Important Tabs in MyCharleston

• My Accounts Tab
  Track Dining Dollars/CougarCash, Parking Services, Ebill

• Help & Training Tab
  Helpdesk, MyCharleston tutorials

• Library
  Ask a Librarian, Catalog, Library Hours

• Financial Aid Tab
  Scholarship resources

• Academic Services
  Add/drop/look up classes, Degree Works, Declaration of Major Academic Profile, View Grades, Orientation, Forms, Placement Testing, GPA Calculators
DegreeWorks

• DegreeWorks is a channel on the Academic Services tab in MyCharleston.

• Login to MyCharleston (my.cofc.edu).

• Select the Academic Services tab.

• Look for the DegreeWorks channel.

• Click on the link Open DegreeWorks.

• After clicking the Open DegreeWorks link, the DegreeWorks Audits tab with your most recent audit will appear.
OAKS

- OAKS is your shared folder with professors online
- Upload assignments, download resources, and access online discussion boards
- How it is used varies per class
BEING A STUDENT AT THE COLLEGE

Outside of the Classroom
Center For Student Learning

The Center for Student Learning provides comprehensive academic support programs for College of Charleston students as they strive for **excellence in learning**, while promoting student leadership and development through **peer education experiences**.

*Excellent academic resource located in the Addlestone Library*

- Supplemental Instruction
- Walk-in Labs
- Study Skills
- Individual Labs

- More information on **Academic Life**
- Handout in folder

- Check them out at csl.cofc.edu, on Facebook and on twitter at @cofccsl
Veteran and Dependent Services

- Office of Financial Assistance and Veterans Affairs
  - VA Certifying Official/Veterans Affairs Coordinator: Scott Woolum
  - Email: woolumsj@cofc.edu
  - Phone: 843.953.6003
  - Physical Location: Lightsey Building, 160 Calhoun Street, 1st floor

- Veteran and Military Student Services
  - Jessica Wilkes
    - Director
    - U.S. Air Force Veteran
    - wilkesjj@cofc.edu
    - 843.953.9703
  - Physical Location: 160 Calhoun Street, B-24 Lightsey Center Charleston, SC 29424
Campus Resources and Offices

Career Center
• Educate, develop and assist students in successfully meeting the challenges of the ever-changing work environment for which they are preparing
• Career and interview preparation workshops, self assessments, career fairs
• Handshake – online job board for on and off campus jobs

Center for Disability Services (SNAP)
• Ensuring all programs and services are accessible and providing effect accommodations
• Serves as a resource center for faculty, staff, students and the community

More listed on the One Sheeters in your folder
SAFETY TECHNOLOGY

Emergency Call Boxes
• Over 45 emergency call boxes in operations at various locations on campus
• Remote activation devices available for individuals with special needs

Cougar Shuttle
• Operates seven nights a week 11 pm to 3 am during the spring and fall semesters.
• 888-960-2227

Cougar Alert
• Contact by telephone, text, and email of campus emergencies
• Set up in MyCharleston
FOR MORE INFORMATION ABOUT PUBLIC SAFETY YOU CAN

Call Public Safety at
843-953-5609

Visit the safety websites:
• http://publicsafety.cofc.edu/
• http://fireandems.cofc.edu/index.php
College of Charleston Honor System

The College of Charleston Honor System consists of two parts:

• Honor Code - Academic integrity
• Code of Conduct - Activities outside the classroom

The College reserves the right to exercise jurisdiction over off-campus activities that would violate the Codes had they occurred on-campus. (*Student Handbook*).

Refer to the Student Handbook found at:
http://studentaffairs.cofc.edu/honorsystem/studenthandbook/index.php
Drug and Alcohol Policy

Any student found responsible for illegal drug possession (of any type) or multiple alcohol-related violations on or off campus will be:

• Suspended from classes for at least one semester

• Asked to complete substance abuse counseling before re-admission
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 sexual violence, violates this principle and will not be tolerated. It is a violation of this Policy to discriminate against, harass or abuse any Student or applicant for admission to the College 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.

• We encourage members of the campus community who experience any form of sexual misconduct to seek help and to report the misconduct.

• Students are encouraged to report sexual misconduct whether the sexual misconduct occurs on- or off-campus. Resources are available for students no matter where the misconduct occurs.

• The College of Charleston will take appropriate steps to respond to complaints of sexual misconduct. If alleged misconduct occurs off-campus, the College will take the necessary steps to address any continuing effects of off-campus sexual harassment in the educational setting.
YOUR RIGHTS AS A COLLEGE OF CHARLESTON STUDENT

● Any CofC student who experiences sexual assault, dating/relationship violence or stalking has the right to pursue criminal charges.

● If the alleged is another CofC student, the survivor has the right to initiate the campus conduct process, and/or pursue criminal charges.

● CofC students who are victims of sexual harassment can file a complaint on campus (even if it doesn’t rise to the level of criminal sexual assault).
Next Step…

• Follow your schedule to your next appointment

Any questions?

If you have questions anytime this summer, please feel free to contact

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