Cougar Nation Conversations

Orientation Summer 2015
Tabs in MyCharleston

- **MyCharleston: Home Tab**
  - Weather, Academic Calendars, CofC News, Cougar Alert

- **My Accounts Tab**
  - E-bill, Track Dining Dollars/CougarCash, Parking Services

- **Help & Training Tab**
  - Helpdesk, MyCharleston tutorials
• Library Tab
  – Catalog, Library Hours, Ask a Librarian

• Financial Aid Tab
  – Scholarship Resources, Self Service

• Academic Services Tab
  – Degree Works, Add/Drop/Look up Classes, Academic Profile, View Grades, Orientation, Forms, Placement Testing, GPA Calculators
• Student Services Tab
  – SGA Elections, Housing Work Orders, Laundry View, CisternYard Blog

• Optional Tabs
  – Employee, COMM Majors
What-If Audit allows you to view what classes are needed for each major!
MyCharleston Icons

• Cmail
  – Google based
  – Shared calendar, YouTube, google drive, etc.

• Housing/Dining

• OrgSync
  – Events Calendar, Organization and Club database

• OAKS
  – Individual class homepage, class rosters, discussion boards
Let’s Talk About OAKS
Tips From Email Pros

• Check inbox daily
  – Receive event e-mails, class cancellations and delays.

• Organize
  – Tips shown throughout presentation.

• Uses
  – School wide, professors, classmates, personal use, internships, jobs…multi-use!

• Signature
  – Set up signature so email is always signed and professional.
How Do I Find People!?

- Students can be found in your gmail account already! Just enter their name.

- Faculty can be found in the directory online.
Don’t Miss An Email!

• Always check your junk mail
  – Though sent from an official CofC account, some emails may go to your junk mail. Always check here!

*Important emails have been known to go to junk for no known reason, so be aware.
Email Advice

• Clear and Professional Subject Line
  – “HEEEEELP!” vs. “Rhetorical Analysis Essay”

• Salutation
  – “Sup” vs. “Good Afternoon” or “Hello”

• Standard Punctuation
  – “IDK wut I’m doing” vs. “I need clarification on the assignment that was discussed in class.”

• Address Professors Correctly
  – “Yo Gretta” vs. “Hello, Dr. McLaine”
• Do Your Part
  – “When is the paper due?” vs. “I referenced the syllabus and could not find the due date.”

• Be Realistic
  – “Starbucks was closed and I was tired” is not a good excuse for a paper being late.

• Don’t Be A Robot
  – Add a personal touch! You’re a human and the person you are emailing is too!
## Let’s Organize!

Click tabs to highlight in yellow

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auzwaerter, Stephanie W (2)</td>
<td>Special Tour - I received a phone call on Monday from a possible incoming student who wanted to know about...</td>
</tr>
<tr>
<td>American Cancer Society</td>
<td>Thank you for participating in Relay For Life - Your input can make a difference. Tell us what you think! Get s...</td>
</tr>
<tr>
<td>md. Lauren (2)</td>
<td>Meeting Tonight - Yes, to everything J Lauren Spinella AmeriCorps VISTA, Center for Civic Engagement AM...</td>
</tr>
<tr>
<td>LeaderShape Online</td>
<td>LeaderShape meeting-4/23 - The Higdon Student Leadership Center Planning Team will be holding a particip...</td>
</tr>
<tr>
<td>Wright, Jen</td>
<td>Gap Year Experience!!! - South Carolina Campus Compact is now recruiting for AmeriCorps VISTA positions...</td>
</tr>
<tr>
<td>Ann Garzio (2)</td>
<td>Psychology Club 2013-2014 - Oh yeah, and good luck on exams!! Have an awesome summer!! On Tue, Apr...</td>
</tr>
<tr>
<td>Ann Garzio</td>
<td>PsyC Club Exec - Fall 2013 - Hey guys! Thanks for an awesome semester - you all rock. New folks, I can’t w...</td>
</tr>
<tr>
<td>Benson, George</td>
<td>Message from President George Benson, College of Charleston - Dear Faculty, Staff, Alumni, Students, Par...</td>
</tr>
<tr>
<td>eBill</td>
<td>New billing statement issued - IMPORTANT INFORMATION REGARDING YOUR EBILL Dear Students, F...</td>
</tr>
<tr>
<td>Student Activities</td>
<td>SGA Executive Board Officers for 2013-2014 - Dear Students: I am pleased to share the roster of Executive...</td>
</tr>
<tr>
<td>tdgillen</td>
<td>JUST A FEW CLASSES LEFT!!! - Good afternoon everyone, As you know Exam time is approaching very f...</td>
</tr>
<tr>
<td>Relay For Life</td>
<td>And the winner is... - View Message</td>
</tr>
<tr>
<td>Auzwaerter, Stephanie W</td>
<td>Volunteer Opportunities for students at the Center for International Education - The Center for Intern...</td>
</tr>
<tr>
<td>Volunteer Corps</td>
<td>MEETING TOMORROW! - Hey everyone! Just a reminder our final meeting of the semester is TOMORROW,...</td>
</tr>
<tr>
<td>Saulino, Lauren E</td>
<td>Reminder: Reading of the Letter from Birmingham Jail (Today @ 1:30pm, Cougar Mall) - Dear Students, In a...</td>
</tr>
</tbody>
</table>
Let’s Create Labels!
Let’s Label!

Create Label then Enter Label Name
Categories!
Color Code!
Important Topics

*Star important conversations*
• Be Productive!
  – Wunderlist
  – 30/30
  – Cheddar
  – iProcrastinate
  – Dropbox
  – Dictionary.com Mobile
• Study Help!
  – Smartr Lite
  – Evernote
  – Quizlet
  – iStudiez (Apple Only)
  – SuperCard Flashcards
  – Google Drive
  – StudyBlue Flashcards
  – Notella
• **Calculators!**
  – WolframAlpha
  – MyScript Calculator
  – RealCalc Scientific Calculator

• **And my personal favorite...**
  – SelfControl

Do you have any to add to the list?