• **ACADEMIC ADVISING**
  Academic advisors (either in the Academic Advising and Planning Center or specific academic departments) will guide you through the general education requirements of the curriculum, and will discuss course options, choices of major and any academic concerns you might have.
  PHONE: 843.953.5981
  advising.cofc.edu

• **ACADEMIC LIFE**

• **CENTER FOR STUDENT LEARNING**
  The center provides free, comprehensive academic support programs for College of Charleston students. Annually, 45 percent of the student population uses CSL services, such as the walk-in labs (accounting, foreign languages tutoring, math, writing, science tutoring). It also offers Supplemental Instruction and study skills workshops.
  PHONE: 843.953.5635
  csl.cofc.edu

• **CENTER FOR DISABILITY SERVICES**
  If you have a disability that requires accommodation, contact the Center for Disability Services.
  PHONE: 843.953.7731
  disability.services.cofc.edu

• **CENTER FOR INTERNATIONAL EDUCATION (CIE)**
  If you want to study abroad, or you are an international student who needs help with immigration documentation, adjusting to life in the U.S., etc., CIE is your point of contact.
  PHONE: 843.953.7661
  international.cofc.edu

• **CENTER FOR ACADEMIC PERFORMANCE AND PERSISTENCE (CAPP)**
  This office handles matters related to the academic well-being of all undergraduate students. Leaves of absence, late withdrawals from classes and all matters related to academic standards, are coordinated through CAPP. The office is the main point of contact for impact scholars as well.
  PHONE: 843.953.5674
  capp.cofc.edu

• **REGISTRAR’S OFFICE (RO)**
  The RO maintains and preserves student academic records, organizes registration for courses, manages the academic catalogs, clears students for graduation, issues diplomas and official transcripts, and more! The RO coordinates students’ direct access to their own records in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Visit the RO website for additional services and information.
  PHONE: 843.953.5668
  registrar.cofc.edu

• **TRANSFER RESOURCE CENTER (TRC)**
  Connect with the TRC to make your transfer credits and time at the College count.
  PHONE: 843.953.1135
  transfer.cofc.edu

• **LIBRARY**
  Get to know your library. You’ll spend a lot of time there.
  - Over 260 computers on the first floor
  - Group study rooms, the periodical collection and book collection (second floor)
  - Special Collections (rare books and original manuscripts) and additional study rooms (third floor)
  LIBR 105: This seven-week, one-credit-hour course will help you become a savvy researcher and make the most of the library.
  PHONE: 843.953.5530
  library.cofc.edu

• **CAREER CENTER**
  Visit the Career Center early and often to line up internships and part-time jobs, and plan for your post-college future.
  PHONE: 843.953.5692
  careercenter.cofc.edu

• **INFORMATION TECHNOLOGY**
  If you want to buy a new computer, check the student computing support blog (blogs.cofc.edu/scs/shopping-tips/) for shopping tips, deals and discounts. Microsoft Office for PC or Mac is the standard software package you’ll need for most of your coursework.
  PHONE: 843.953.8000
  EMAIL: computerinfo@cofc.edu

• **CENTER FOR DISABILITY SERVICES**
  If you have a disability that requires accommodation, contact the Center for Disability Services.
  PHONE: 843.953.7731
  disability.services.cofc.edu
TAKING CARE OF BUSINESS

• BILLING
  All billing is done electronically. EBills will be sent to your official College of Charleston email address and to anyone else you have authorized to receive an eBill. You can view charges and payments through your MyCharleston account 24/7.
  PHONE: 843.953.5572
treasurer.cofc.edu

• COUGAR CARD SERVICES
  The Cougar Card is your official identification card. It is your key to campus events (athletics events, discounted tickets), facilities (residence halls and fitness center) and services (meal plan, checking books out of the library).
  PHONE: 843.953.1100
cougarcard.cofc.edu

• BOOKSTORE
  Barnes & Noble is the official bookstore of the College of Charleston.
  PHONE: 843.953.5518
  cofc.bncollege.com

• DINING SERVICES
  Between classes, work, meetings and your social life, there’s no time to prepare great food. Relax! You do have meal plan options.
  PHONE: 843.953.5539
  charleston.campusdish.com

• FINANCIAL AID AND SCHOLARSHIPS
  Business related to federal student aid, grants, scholarships, loans, etc., is handled by the Office of Financial Assistance & Veterans Affairs.
  PHONE: 843.953.5540
  finaid.cofc.edu

• MAIL, PACKAGES, SHIPPING
  If you are an out-of-state student, you may want to ship some of your belongings to Charleston starting July 28. You’ll have to have a campus mailbox number in order to receive them which you will receive in your campus email in the summer. Please be sure that you address all packages properly. This goes for mail or parcels sent through USPS or private courier.
  Line 1: STUDENT’S NAME
  Line 2: ___________ CofC Complex
  (this line serves as a street address for private courier services)
  Line 3: Charleston, S.C. 29424
  PHONE: 843.953.5534
  mailservices.cofc.edu

• PARKING
  If you are living on campus and have fewer than 60 cumulative credit hours earned and on file with the registrar’s office at the time that parking assignments are made, you are not eligible to apply for or purchase a College of Charleston parking permit. However, there are alternatives which are listed on the website under the “Parking For” section.
  PHONE: 843.953.7834
  parkingservices.cofc.edu

• RESIDENCE HALLS
  Before you move in to one of our residence halls, you should read through:
  • the residence life website.
  • the Residential Life policies and community standards where you’ll find the list of items you should leave at home.
  PHONE: 843.953.5523
  reslife.cofc.edu
GETTING INVOLVED

• HEALTH, FITNESS, FUN
  The Campus Recreation Services program provides facilities and a variety of activities that contribute to the overall health and well-being of the College community.
  • Intramural sports – competitive activities in a number of individual and team sports
  • Sport clubs – club programs for individuals with a common sport interest
  • George Street Fitness Center – a 15,000-square-foot activity center, stocked with the latest cardio equipment and an impressive line of free-weight, resistance-training equipment and weight machines
  PHONE: 843.953.5559
campusrec.cofc.edu

• BECOME A FAN
  Our intercollegiate athletics program offers students the opportunity to enjoy NCAA Division I team play at its best. There are 20 varsity men’s, women’s and co-ed teams plus cheerleading at the College of Charleston.
  PHONE: 843.953.5556
cofcsports.com

• VOLUNTEERING
  The Center for Civic Engagement matches student volunteers with community needs. Volunteer opportunities range from one-day events to year-long mentoring programs.
  PHONE: 843.953.5838
volunteer.cofc.edu

• CISTERNYARD MEDIA
  There are four distinct media organizations and two supporting marketing departments through which students can be involved, learn and have fun: CisternYard News, CisternYard Radio, CisternYard Video, Miscellany (a literary-arts journal), Cistern Yard Sales and CisternYard Public Relations.
  PHONE: 843.953.5289
cisternyard.com

• CLUBS AND ORGANIZATIONS
  There are more than 200 clubs and organizations on campus - in other words, something for everyone. Examples include:
  • Cougar Activities Board.
  • Student Government Association.
  • leadership opportunities through the Higdon Center for Student Leadership and Fraternity-Sorority Life
  PHONE: 843.953.2291
studentlife.cofc.edu

• SUSTAINABLE COFC
  If sustainability is important to you, you can gain résumé-worthy experience while taking part in sustainable actions on campus.
  sustainability.cofc.edu

• INSTITUTIONAL DIVERSITY
  Diversity is the bond that unites us as a campus community.
  • The Office of Institutional Diversity creates educational, social, cultural and outreach programs throughout the year
  PHONE: 843.953.5079
diversity.cofc.edu
  • The Office of Multicultural Student Programs and Services provides a welcoming and inclusive environment that meets the particular needs of underrepresented populations.
  PHONE: 843.953.5660
msps.cofc.edu

• REGISTER TO VOTE
  As individuals who have opinions and ideas, it is important that public officials listen to you and pay attention to your opinions on issues that have an impact on you and on our society. It all comes down to you voting on Election Day, so remember to register and vote!
  go.cofc.edu/voterreg
• **IN CASE OF AN EMERGENCY**
  Within minutes, the College can notify students and parents of a campus crisis or emergency through its CougarAlert system. Therefore, it is important that you keep your contact information up-to-date at all times. You do this through MyCharleston.
  - Click on the “academic services” tab, then on the “Banner Self-Service” link in the third column.
  - Select the “personal information” link, and update email addresses and phone numbers through the “Display CougarAlert” link.

• **COUGAR SHUTTLE**
  The service is available at no charge to our students with a College of Charleston ID – seven nights a week during the spring and fall semesters, from 11:00 p.m. until 3:00 a.m.
  **PHONE:** 888.960.2227
gocofc.edu/cougarshuttle

• **CAMPUS POLICE**
  State certified police officers provide public safety services 24 hours a day, 7 days a week. They patrol the grounds and buildings, monitor the flow of traffic and enforce parking regulations.
  **PHONE:** 843.953.5609
  publicsafety.cofc.edu

• **EMERGENCY PHONE DIRECTORY**
  Keep these numbers in your phone.
  1. Charleston Police Department: 843.577.7434
  2. Crime action line: 843.953.4998
  4. Fire and EMS: 843.953.5499

• **STUDENTS’ RESPONSIBILITIES AND RIGHTS**
  Read the Student Handbook. It explains your rights, freedoms and responsibilities as a College of Charleston student.
  While you are enrolled at the College, you are responsible for being aware of the academic and conduct regulations that govern your eligibility to continue at the College.
  Examples include:
  - Academic Integrity and the Honor Code
  - Student Code of Conduct
  - Alcohol and Substance Abuse Policy and Alcohol Amnesty Policy
  - Peer-to-Peer File-Sharing Policy
  - College of Charleston English Fluency Policy
  - Student Grievance Procedure
  - Adjudication of Violations Within the Community
  - Student Sexual Misconduct Policy
  **PHONE:** 843.953.5522
deanofstudents.cofc.edu

• **OFFICE OF VICTIM SERVICES**
  If someone should be the victim of a crime, certified victim service providers are available to address the non-counseling fallout, attend to ongoing distractions or interruptions that can occur, and work to resolve any matters of concern related to the crime and its impact on the college experience.
  **PHONE:** 843.953.2273
  victimservices.cofc.edu

• **MAKE GOOD CHOICES**
  College is a time of choices and also a time of almost overwhelming responsibilities, stresses, joys and frustrations. The staff of The Counseling Center is here to listen and to help you make good choices. They can provide you with the tools you need to thrive in your circumstances, offer individual and group counseling, and concrete steps to take so that you can move forward.
  **PHONE:** 843.953.5640
counseling.cofc.edu

• **TOWARD A HEALTHY LIFESTYLE**
  The Office of Student Health Services is staffed by experienced, board-certified physicians, nurse practitioners, physician assistants and registered nurses who provide early diagnosis and treatment of the conditions that you might have, or develop while attending the College.
  **PHONE:** 843.953.5520
  studenthealth.cofc.edu

• **REGISTER YOUR BICYCLE**
  If you bring a bicycle to campus, you must register it with the Office of Public Safety. When you do, please bring the bike with you so that all identifying information can be recorded on the registration form. There is no charge for bike registration.
  **PHONE:** 843.953.5609