### June 2020

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<td><strong>• Orientation Session 1, Day 1</strong></td>
<td><strong>• Orientation Session 1, Day 2</strong></td>
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<td><strong>• Orientation Session 2, Day 1</strong></td>
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<td><strong>• Orientation Session 3, Day 1</strong></td>
<td><strong>• Orientation Session 3, Day 2</strong></td>
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# August 2020

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</table>
| 6      | • Labor Day  
         • CSL Tutoring Services Begin | 1   | 2         | 3        | 4      | 5        |
| 7      |        | 8       | 9         | 10       | 11     | 12       |
|        | • Rosh Hashanah Begins           |        |           |          |        |          |
| 13     | 14     | 15      | 16        | 17       | 18     | 19       |
|        | • Rosh Hashanah Ends             | • First Day of Autumn |          | • Last day for students to withdraw with a grade of “W” from Express 1 classes |          |          |
| 20     | 21     | 22      | 23        | 24       | 25     | 26       |
|        | • Yom Kippur Begins              | • Yom Kippur Ends     |          |          |        |          |
| 27     | 28     | 29      | 30        |          |        |          |

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<tbody>
<tr>
<td></td>
<td></td>
<td>• Daylight Savings Ends</td>
<td>• Election Day. No Classes, College Closed</td>
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<td>• Last day for students to withdraw with a grade of “W” from Express II classes</td>
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<td></td>
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<td>• Last day for on-campus instruction</td>
<td>• Thanksgiving Holiday. No Classes.</td>
<td>• Thanksgiving Holiday. No Classes. College Closed.</td>
<td>• Thanksgiving Holiday. No Classes. College Closed.</td>
<td>• Thanksgiving Holiday. No Classes. College Closed.</td>
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<tr>
<td>• Thanksgiving Holiday, No Classes. College Closed.</td>
<td>• All classes resume with online instruction.</td>
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# December 2020

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<td></td>
<td></td>
<td>• Reading Day.</td>
<td>• Full semester and Express II final exams begin</td>
<td>• Hanukkah Begins</td>
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<tr>
<td></td>
<td></td>
<td>• Full semester and Express II final exams end</td>
<td>• Residence Halls close at noon.</td>
<td>• Final grades available on MyCharleston by 5pm</td>
<td>• Hanukkah Ends</td>
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<td>• College Closed. Winter Break</td>
<td>• College Closed. Christmas Day</td>
<td>• Kwanzaa Begins</td>
<td>• College Closed. Winter Break</td>
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<tr>
<td>• College Closed. Winter Break</td>
<td>• College Closed. Winter Break</td>
<td>• College Closed. Winter Break</td>
<td>• College Closed. Winter Break</td>
<td>• New Year’s Eve</td>
<td>• College Closed. Winter Break</td>
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# February 2021

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<td>Groundhog Day</td>
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<td>Valentine's Day</td>
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<tbody>
<tr>
<td></td>
<td>- Express I Final Exams</td>
<td>- Express I Final Exams</td>
<td>- Express II classes begin</td>
<td>- Review and Study Day. No Classes.</td>
<td>- Review and Study Day. No Classes.</td>
<td>- Last day Drop/Add for Express II classes</td>
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<td>• St. Patrick's Day</td>
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<td></td>
<td>• Last day for students to withdraw with a grade of &quot;W&quot; from full semester classes</td>
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<td>• Easter •</td>
<td>• Last day for students to withdraw with a grade of “W” from Express II classes</td>
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<tr>
<td>• Last day to return rental textbooks at bookstore</td>
<td>• Residence Halls close at noon.</td>
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<td>• Spring 2021 Commencement. Ceremony 1</td>
<td>• Spring 2021 Commencement. Ceremony 2 and 3</td>
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<td>• Mother’s Day</td>
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<tr>
<td>• Memorial Day. No Classes. College closed.</td>
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Dates are subject to change. Please refer to registrar.cofc.edu/calendars for the most up-to-date academic calendars.
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## Parent/Family Handbook
The College of Charleston A-Z Parents’ Guide

Academic Advising and Planning Center
Lightsey Center, Suite 247
email: advising@cofc.edu
website: advising.cofc.edu

The Academic Advising and Planning Center (AAPC) prepares undergraduate students to navigate all aspects of academic planning by promoting an atmosphere that encourages self-exploration and resource utilization in support of academic success, as well as the timely and informed pursuit of an academic major. As such, successful academic planning is a shared endeavor between students and advisors. Students are encouraged to cultivate their relationship with their academic advisor by meeting with them early and often. Professional academic advisors teach undergraduate students the general education requirements of the liberal arts curriculum, the online degree audit system, the policies of the College of Charleston and point them to campus resources. Students are encouraged to make well-informed academic decisions through regular consultation with their academic advisor and ultimately take personal responsibility for their educational plan.

Incoming students, with a few exceptions, will be assigned to an academic advisor in the AAPC. During their first academic year, students will have mandatory advising sessions, at least once per semester, to explore their interests, discuss course options, consider majors, plan for the future, and address academic strengths and challenges. Students can call the AAPC or go online to the MyCharleston Academic Services tab to schedule appointments.

Academic Requirements
A liberal arts and sciences education is built on a foundation of required courses that represents a variety of academic disciplines – from the arts, math and the natural sciences to humanities, social sciences and languages. In order to graduate, you’ll need to successfully complete general education requirements, satisfy the First-Year Experience (when applicable) plus your major requirements, and some electives, for a minimum of 122 credit hours. You will also need a minimum grade point average of 2.0 in all courses taken at the College and a 2.0 minimum grade point average in your academic major to earn your degree.

Every new student should become familiar with the Undergraduate Catalog, especially the Academic Regulations section. Go to catalog.cofc.edu to look through the current catalog.

General Education Requirements
- Students must fulfill the general education requirements in effect at the time of their matriculation at the College of Charleston. Matriculation is defined as the first term of degree seeking enrollment or first term of readmission at the College. The general education requirements catalog year remains fixed during the period of time a student is continuously enrolled.

- First-Year Writing – Complete English (ENGL) 110, Introduction to Academic Writing, or one of the approved course credit combinations satisfying the first-year writing general education requirement.
- History – Complete one course in pre-modern history and one course in modern history from the list of approved courses satisfying the history general education requirement (6 credit hours). The two courses do not have to be taken from the same department or in sequence.
- Natural Science – Complete 8 credit hours of an introductory or higher sequence (of which 2 credit hours must be earned in the accompanying laboratories) from the list of approved course sequences satisfying the natural science general education requirement.
- Mathematics or logic – Complete 6 credit hours from the list of approved courses satisfying the math or logic general education requirement.
- Foreign language – Complete the 202-level or its equivalent or demonstrate proficiency at that level of an approved course satisfying the foreign language general education requirement.
- Social Science – Complete 6 credit hours from the list of approved courses satisfying the social science general education requirement.
- Humanities – Complete 12 credit hours from the list of approved courses satisfying the humanities general education requirement with no more than 6 credit hours with the same course acronym.

For the most current information regarding the General Education Requirements, including approved course listings, please visit: registrar.cofc.edu/general-edu/index.php

Addlestone Library
205 Calhoun Street, Charleston, SC 29401
website: library.cofc.edu

Welcome to the Addlestone Library at the College of Charleston. The library is open more than 110 hours per week during most of the semester and stays open 24/7 towards the end of each semester. The library’s webpage will lead you to thousands of books, articles and original source materials. The Lowcountry Digital Library digitizes and makes accessible unique local resources from a dozen partner institutions in the region. Our friendly and knowledgeable librarians will help your student find exactly what they need to get assignments completed. They are available at the Access & Instruction Desk for walk-up assistance or by appointment for in-depth research consultations. In addition, staff members at the IT Service Desk are available for computer consultations.
The College of Charleston A-Z Parents’ Guide

On the first floor, there are 260 computers, the One Button Studio for media creation, the Production Lounge for media editing, 3 classrooms which are available as student study space when not in use for instruction, and the main service desk.

On the second floor, which is a silent study area, there are student group study rooms and the book collection.

The third floor, which is also a silent study area, is home to the print periodical collection, the video/dvd collection, the faculty resource room, more student group study rooms as well as 2 reading rooms. Special Collections, with materials ranging from ancient Greek coins to medieval and modern manuscripts and rare books, welcomes students and offers all researchers the opportunity to work directly with unique materials. The SC Historical Society’s rare research materials are also available to students.

Avery Research Center for African American History and Culture (ARC)
The Avery Research Center is located in a historic building at 125 Bull Street. It houses an archival repository, research library, small museum, and cultural center for public programming (lectures, gallery exhibits, and cultural events), and is dedicated to collecting, preserving and promoting the unique history and culture of the African diaspora, with an emphasis on Charleston and the South Carolina Lowcountry. The materials document the history, traditions, legacies, and influence of African Americans and their place in the American narrative. The Avery Research Center’s collections contain over 900 linear feet of archival holdings (manuscripts, photographs, microfilm, audiovisual, and digital), more than 6,000 printed volumes, and over 1,700 hundred artifacts (slavery memorabilia to material culture from West Africa and sweetgrass basket collections).

The John Rivers Communications Museum
The John Rivers Communications Museum is temporarily closed while the building undergoes renovations. Located in the Elliot House, built in 1803 at 58 George St., tour display rooms highlight a wonderful collection of antique radios, televisions, phonographs, telephones, magic lanterns, motion picture projectors, and other items related to the history and entertainment of the communications and broadcasting fields.

Attendance Policy
Absence Memo Office (AMO)
Lightsey Center, Suite 101
phone: 843.953.3390--fax: 843-953-2290
website: http://victimservices.cofc.edu/absence-memo/index.php

Attendance
Students are expected to attend class for the courses for which they are registered. In-class participation is important not only to the individual student but also to the class as a whole. Because class participation may be a factor in grading, instructors may use absence, tardiness or early departure as evidence of non-participation. Students are expected to be familiar with and abide by the attendance policy stated in the class syllabus that is given out by each of their professors at the beginning of the semester. Non-urgent/non-emergent situations (i.e. wedding, healthcare appointments, job interviews, etc.) should be addressed so as to not interfere with class attendance.

Absence Notification
There are times when students encounter situations beyond their control in which they are absent from class, such as in cases of military orders, the flu, measles, serious illness or injury, healthcare emergency, death of a family member, etc. When students miss class and submit an Absence Memo Request form to Absence Memo Office (AMO), notification is sent to their instructors regarding reason for absences along with reasonable supporting documentation (see examples below). Students are responsible for contacting their professors as soon as reasonably practicable; and in situations in which students know they will be absent ahead of time, advanced contact with instructors should be initiated. This contact gives students the opportunity to discuss any consideration instructors may offer regarding missed coursework, if the instructor will count the absence as excused and any other concerns either may have regarding academic performance/progress, etc.

Examples of supporting documentation include:

• Sick/injury: note from healthcare provider confirming illness/injury, to include date(s) of reported illness/injury, date(s) of medical visit, and/or date(s) under medical care.
• Hospitalization of family member for serious health condition (ICU, surgery, emergency treatment for automobile collision, etc.): note from patient’s healthcare provider, to include date(s).
• Official College business: note from instructor or campus advisor indicating nature of official business, instructor’s/advisor’s name and contact information, date and time of absence.
• Vehicle collision on the way to school: copy of the law enforcement incident report.
• Death of family member: copy of obituary.

Absences Due to Chronic Health Conditions
Students experiencing chronic health conditions that will disrupt their attendance are strongly encouraged to contact the College's Center for Disability Services to inquire if their condition falls under a protected status by the federal government as a disability.

The AMO cannot excuse students from classes. The only individual who can authorize an excuse is the instructor of the respective course. Should an instructor not authorize an excuse or allow academic accommodations regarding an absence, the AMO cannot override the instructor.
Barnes & Noble at the College of Charleston
160 Calhoun Street
Lightsey Center
website: cofc.bncollege.com

Bookstore Hours
Monday – Friday: 7:45 a.m. – 5:30 p.m., Saturday: 9:00 a.m. – 5:30 p.m., Sunday: Noon – 5:30 p.m. Back-to-school, holiday and summer hours will be posted in the store and online at cofc.bncollege.com

Additional locations include The College Corner, at the corner of King and George streets, and the Cougar Spirit Shop located in TD Arena (open during basketball season prior to and during each home game).

The mission of the bookstore is to provide superior customer service and quality products while financially supporting the academic mission of the College of Charleston. Our sales directly generate revenue for the College of Charleston and provide student scholarships. Barnes & Noble is an integral part of the College community, serving the needs of students, faculty, staff, alumni and friends of the College of Charleston.

Textbooks
We put the right textbook in your student’s hands at the right time. We make every effort possible to reduce cost of textbooks by offering price-matching, rentals, used books and eBooks.

Textbook Reservation
Students can save time and money by ordering textbooks online at cofc.bncollege.com for in-store pickup or home delivery. We accept credit, debit, and Cougar Cards as well as financial aid and PayPal.

Buyback
The bookstore buys back books for cash every day. We encourage students to hold on to unwanted books until the end of the term, when we are able to give the most money back for books being used on campus the next semester.

General Books
As Barnes & Noble, we carry current bestsellers, classics and a great selection of bargain books. We also have an extensive selection of local-interest titles and books by College of Charleston faculty and staff. For your student’s needs, we carry study aids, dictionaries, test-preparation manuals, and career and graduate school guides.

College of Charleston Clothing and Gifts
Show your Cougar Pride! We stock CoC clothing and gift items. General merchandise is also available through our website at cofc.bncollege.com, the Cougar Spirit Shop and at The College Corner.

Supplies
Barnes & Noble carries course-related supplies. We have binders, notebooks, pens, highlighters, calculators, and laboratory supplies. We also operate two supply vending machines located in Addlestone Library and the Stern Center.

Forms of Payment
We accept Visa, MasterCard, American Express and Discover cards with the proper ID. We also accept Cougar Cash, debit cards, cash, checks, Apply Pay, and Barnes & Noble gift cards – and, if ordering online, PayPal. Students who receive financial aid, grants or scholarships, and who have aid in excess of their tuition/fee charges, may charge their books and supplies to their account before refund checks are processed for the semester.

Textbook Refund Policy
A full refund will be given in the original form of payment if textbooks are returned with a receipt during the first week of class. With proof of a schedule change and a receipt, a full refund will be given in the original form of payment during the first 30 days of classes.

Campus Housing
40 Coming Street
Phone: 843.953.5523 – fax 843.953.6590
email: housing@cofc.edu
website: housing.cofc.edu

Campus Housing handles housing applications, room assignments, room changes, room access (keys and key fobs) and student-housing accounts. For up-to-date housing information and important dates, please visit our website.

Our office works in coordination with Residence Life, which supports residential activities and events. Please refer to the Residence Life entry for more information.

Campus Housing also works closely with Facilities Management for students who have any maintenance concerns. Students can submit work order requests to Facilities Management via the MyHousing/Dining portal at any time during the academic year. For maintenance emergencies during normal business hours (Monday – Friday, 8:30 a.m. – 5:00 p.m.), students should immediately contact the Facilities Management Customer Service Desk at 843.953.5550. After normal business hours, calls to 843.953.5550 will be routed to an answering service, which will notify an on-call Facilities Management staff member.
Staff Access to Student Rooms
Campus Housing, Residence Life and Facilities Management reserve the right to enter a student’s room at any time when acting in an official capacity on behalf of the College. Students are not required to be present at the time of entry. Campus Housing, Residence Life and Facilities Management are required to conduct inspections of the rooms/halls throughout each semester.

Internet and TV Services
Apogee provides the College’s residential internet and TV services. MyResNet is the secure, high-speed Wi-Fi for students living in residence halls. A guest network is also available for students’ guests within the halls. To get connected, students must register their account by creating a unique username and password at myresnet.com and connect their desired devices to the network. Stream2 (IPTV) allows students to stream TV content, social media channels, and approved College of Charleston videos, flyers and emergency alerts. A list of supported devices/platforms can be found via the housing website, housing.cofc.edu. To access the service, students will need to download the Apogee Stream2 app; they will then have instant access to a channel guide where they can tune into HD-quality channels.

For assistance with registration, connecting devices or connection issues, students can contact Apogee 24 hours a day by phone at 855.290.7138, by email at support@myresnet.com, by texting “RESNET” to 84700 or via live chat at myresnet.com.

Campus Recreation Services
24 George Street
206-207 Silcox Gymnasium
phone: 843.953.5559
Johnson Center (30 George Street) Front Desk: 843.953.9000
George Street Fitness Center (50 George Street) Front Desk: 843.953.3899
website: campusrec.cofc.edu
instagram.com/CofCCampusRec
facebook.com/CofCCampusRec
twitter.com/CofCCampusRec
youtube.com/CofCCampusRec

The Campus Recreation Services program provides a variety of activities sure to contribute to the overall health and well-being of the College community. Our aim is to foster the development of an interest in a lifetime of recreational pursuits by our participants. This mission is realized by offering these programs:

Intramural Sports
Competitive activities in a number of individual and team sports which vary by semester.

Sport Clubs
Club programs for individuals with a common sporting interest.

Open Recreation
Access to facilities and equipment for convenient, informal recreational participation. Scheduled weekly open play nights for sports such as volleyball, indoor soccer, and badminton for those who are not able to commit to leagues.

Fitness and Instruction
Structured and non-structured opportunities for improving and maintaining physical fitness highlighted by a 13,000-sq-ft. facility with an array of equipment designed to help students improve their personal fitness levels.

Student Employment
Career development for students to practice and develop leadership, management, and technical skills.

Career Center
Lightsey Center - Second Floor – Room 216
email: careercenter@cofc.edu
website: careercenter.cofc.edu

The Career Center offers career counseling and assessments; assistance with choosing a major, finding jobs on and off campus, internships and other types of experiential education opportunities; and post-graduation planning. It also holds several career fairs and offers a variety of events and programs for students to meet directly with a wide range of employers and graduate schools.

Center for Academic Performance and Persistence
Lightsey Center, Suite B12
email: capp@cofc.edu
website: capp.cofc.edu

The Center for Academic Performance and Persistence works closely with faculty, staff, students, and parents to uphold and enforce the academic standards and policies as outlined in the undergraduate catalog. This office is committed to providing information and guidance related to academic policies and procedures. They also refer students to the appropriate academic support offices when assistance is needed. Students who are having difficulties that are impacting their academics are encouraged to call the office to schedule an appointment.
Center for Civic Engagement
Lightsey Center – room 203
phone: 843.953.5838
email: volunteer@cofc.edu
website: volunteer.cofc.edu

The Center for Civic Engagement’s mission is to contribute to the holistic development of College of Charleston students and to cultivate in them a passion for positive social change through the use of education, service, and critical reflection.

- Service & Educational Programs - opportunities linking issue and community-based education to direct service are offered year-round. Through volunteer fairs, episodic service, and ongoing service initiatives students have the chance to build relationships with local community partners and engage in critical reflection as members of the Charleston community.
- Bonner Leader Program – a prestigious four-year service scholarship program through which students perform upwards of 300 hours of community service and receive leadership development training each year.
- Alternative Break – service-immersion experiences that take place locally, domestically and internationally during the College's academic breaks and foster conversation rooted in issues of social justice.
- Annual events – Volunteer Fair, Hunger and Homelessness Awareness Week and the QEP Day of Service
- Recurring Service - Volunteer all year with Keep Charleston Beautiful, Neighborhood House, MUSC Urban Farm, ONE80 Place, and Lowcountry Food Bank

Center for Disability Services
Lightsey Center – 1st floor
website: disabilitieservices.cofc.edu/index.php

The Center for Disability Services is dedicated to ensuring that all programs and services of the College of Charleston are accessible, providing reasonable and effective accommodations while promoting independence in the student, offering educational opportunities to students, faculty and staff that enhance understanding of the various types of disabilities, promoting an environment respectful of all and serving as a resource center for faculty, staff, students and the community.

One of the main programs of the Center for Disability Services is the SNAP (Students Needing Access Parity) program. The program provides assistance and guidance to students with disabilities to ensure equal access to all programs and services of the College.

Students should fill out an application as soon as they decide to attend the College of Charleston. The details on what is needed for the application packet can be found on the center’s website. Once a student is approved for services, SNAP provides reasonable and appropriate accommodations specific to individual needs based on the psychoeducational assessment or medical documentation.

Center for Excellence in Peer Education
Lightsey Center, B66
phone: 843.953.3850

The Center for Excellence in Peer Education (CEPE) is the hub for College of Charleston students serving in paraprofessional positions who offer curricular and co-curricular assistance to their peers.

The mission of the CEPE is to recruit, train, supervise, and evaluate students serving in select positions of peer education within the Office for the Academic Experience (AEX), to provide initial mentor training to peer educators from various units within the College, and to serve as a resource to supervisors of College of Charleston peer educations.

Center for International Education
The Multicultural Center
207 Calhoun Street
phone: 843.953.7661 - fax: 843.953.7663
website: international.cofc.edu
www.facebook.com/CofCInternational

The Center for International Education (CIE) develops, coordinates and implements programs and services that support students to study abroad; assists international students, faculty and staff with immigration issues; advises international students on academic and enrollment matters.

Study Abroad
The College offers a broad range of study abroad opportunities for its students throughout the year:

College of Charleston Faculty-Led programs
Students can participate in a semester or summer program sponsored by the College of Charleston and/or directed by its faculty. Students pay tuition to the College and receive College of Charleston grades and credits.

College of Charleston Exchange programs
College of Charleston has student exchange agreements with more than 30 universities abroad. Students pay their regular tuition to the College and study at one of our partner universities abroad, and receive transfer credit for approved course work upon successful completion of their program.
Affiliate programs
Studying with one of the affiliate programs provides students the opportunity to take classes abroad not normally available through College of Charleston programs. With an affiliate program, students pay a program fee directly to the provider and receive transfer credit for approved course work upon successful completion of their program.

International Students
The College of Charleston welcomes over 150 international students from all over the world each year to study as undergraduate, graduate, exchange or English Language Institute students. CIE provides immigration assistance to these students, guides them in their academic endeavors and fosters opportunities for cultural and social integration into their new environment.

Center for Student Learning
Addlestone Library – 205 Calhoun St.
phone: 843.953.5635
website: csl.cofc.edu

Overview of Academic Services
The Center for Student Learning (CSL) provides students with free tutoring from trained and experienced staff, faculty, and peers that have been faculty recommended. Students may receive tutoring on a walk-in basis or by appointment. Supplemental Instruction meeting times and study strategies workshops are scheduled each semester. Students may schedule individual study strategies appointments with professional staff on a variety of topics, including: time management, test taking, reading and note taking skills.

Study Strategies
Study strategies workshops are designed to cover a variety of topics that address ways to improve studying like writing a research paper, creating good habits, and college communication. Individual appointments are also available with members of the professional staff who are experienced in study strategies, such as time management techniques, reading college texts, taking notes and test taking.

Walk-In Labs
Walk-In Labs are open six days a week and do not require an appointment.

- Business (Accounting, Business Statistics, Economics, Finance)
- Spanish
- Math
- Science (Natural Sciences)
- Computer Science Research & Statistics
- Writing
- Computer Science

By Appointment Tutoring
Tutors are available by appointment for select introductory courses in subject areas that are not covered by walk-in labs, and foreign languages other than Spanish. By appointment tutoring is also available for public speaking, and general studies. Please visit our website for a complete list of subjects offered for by appointment tutoring.

Supplemental Instruction
Supplemental Instruction (SI) is a collaborative learning program that focuses on high attrition courses, not high-risk students. SI helps students acquire and refine the tools essential for learning the course content. Supplemental Instruction sessions give students a chance to work together with trained facilitators or Supplemental Instruction leaders to discuss course concepts, develop strategies for studying course material, work problems, and review notes. Supplemental Instruction leaders have taken the class before, attended all class sessions again, take notes, do the homework, and offer three Supplemental Instruction study sessions each week. Please visit our website for the list of SI-supported courses.

Class Rank
Your student’s class rank is based on the total number of semester credit hours earned.

- A student with 0-29 semester hours is a Freshman
- A student with 30-59 semester hours is a Sophomore
- A student with 60-89 semester hours is a Junior
- A student with 90 + semester hours is a Senior

Students are required to declare a major before they advance to junior rank. A minimum of 122 semester hours of credit is required for graduation.

College of Charleston Collegiate Recovery Program
Education Center, Suite 106
phone: 843.953.6630
email: marchantww@cofc.edu
website: http://deanofstudents.cofc.edu/collegiate-recovery-program/index.php

Mission Statement: The Collegiate Recovery Program at College of Charleston provides a safe and nurturing student-focused community in which students in recovery from substance and/or addictive disorders can be empowered in furthering their academic, professional and personal potential to become healthy, responsible, productive members of society.
The College of Charleston A-Z Parents’ Guide

The Collegiate Recovery Program (CRP) aims to help our sober students stay substance-free through individual counseling, peer-to-peer support, group support and through connection to the local recovering community. Weekly recovery meetings are held in the CRP Lounge in suite 106 of the Education Center and focus on recovery-related issues and challenges one may face as a recovering young person and student. The CRP Lounge provides a safe space for students to study, get together and to plan social events on- and off-campus. A focus on community-service is part of the CRP as students will collectively find local community partners to work with. Also important will be helping students plan for their post-graduate careers through connections to the Career Center and other campus and community resources.

To become a member of the CRP, students must fill out an application and meet with Wood Marchant, Director of the CRP, for an interview.

Please contact Wood Marchant with any questions at 843-953-6630 or at marchantww@cofc.edu

Copy Center
BellSouth Building, Room 501
81 St. Philip Street
phone: 843.953.5924
e-mail: copycenter@cofc.edu
website: copycenter.cofc.edu

The Copy Center provides copying services for the College of Charleston’s faculty, staff and students. We’re committed to providing the highest quality copies at reasonable and competitive prices. Open Monday – Friday, 9:00 a.m. – 4:30 p.m., the Copy Center produces attractive, professional brochures, flyers, posters and a variety of other materials to meet your student’s needs. We accept Cougar Cash for payment and most jobs can be completed in less than 24 hours!

Cougar Alert: Emergency Notification System
website: emergency.cofc.edu/cougaralert

In case of an emergency, the College of Charleston can notify students, faculty, staff and parents of a campus crisis within minutes. The CougarAlert system will only be used in the event of a campus crisis or emergency, and it will let the College communicate through text messaging, phones, Facebook, Twitter and emails.

The CougarAlert emergency notification system allows students to select multiple notification phone numbers for themselves. To avoid issues related to timely communication of emergency messages to the proper places, every student must update his or her contact information in MyCharleston with current accurate information. They should check the numbers and contact information at the start of each semester.

ALL STUDENTS SHOULD GO TO EMERGENCY.COCF.EDU/COUGARALERT AND FOLLOW THE INSTRUCTIONS TO UPDATE THEIR CONTACT INFORMATION.

Parents, visitors, potential students and community members who wish to be notified in case of a campus emergency, can text the word cougaralert to 333111 to automatically receive future Cougar Alerts via text message. (Message and data rates may apply.) Opt-in users can also receive Cougar Alerts by email. To receive alerts by email, reply to the confirmation text with your email address.

Cougar Card
BellSouth Building, Room 501
81 St. Philip Street
phone: 843.953.5924
e-mail: copycenter@cofc.edu
website: copycenter.cofc.edu

The Copy Center provides copying services for the College of Charleston’s faculty, staff and students. We’re committed to providing the highest quality copies at reasonable and competitive prices. Open Monday – Friday, 9:00 a.m. – 4:30 p.m., the Copy Center produces attractive, professional brochures, flyers, posters and a variety of other materials to meet your student’s needs. We accept Cougar Cash for payment and most jobs can be completed in less than 24 hours!
The College of Charleston A-Z Parents’ Guide

Cougar Shuttle
Student Affairs
Lightsey Center, Suite 101
phone: 843.953.3390 (information only)
website: http://studentaffairs.cofc.edu/cougar-shuttle

The Cougar Shuttle provides free transportation seven nights a week, to currently enrolled College of Charleston students who present a valid Cougar Card. Cougar Shuttle operations is limited specifically to the following:

- Fall and Spring semesters
- Downtown peninsula only
- 11:00 p.m. – 3:00 a.m.

To arrange a ride on the Cougar Shuttle, call 888.960.2227. The student will be picked up and transported to their destination on the Charleston downtown peninsula. Students are encouraged to be proactive in their safety by practicing risk reduction techniques, especially during hours of darkness.

The Counseling Center
Robert Scott Small Building – 3rd floor, Suite 300
email: counseling@cofc.edu
website: counseling.cofc.edu

Only the student can call to set up an appointment. Parents are always welcome to call to get information on our services. Because of confidentiality, counselors cannot provide information about individual students in care without authorization from the student. Parents are always welcome to call and share information. Information will be passed on to a counselor if the student is being seen at the Counseling Center.

Overview
Counseling and Substance Abuse Services provides short-term goal directed individual and group counseling, and educational programming for a wide range of personal problems that confront students (ex. See the “Self Help Resources” page of our website: counseling.cofc.edu/counseling/self-help-resources. As many students do not need “psychotherapy” as much as information, skills and support.

The initial contact, called an Initial Assessment, is 30 minutes and focuses on identifying the fit between the Counseling Center and the student’s concerns, or where in the community the student can get the best match for their concerns. All subsequent appointments at the Counseling Center are 60 minutes. Students whose needs exceed the services at the Counseling Center are referred to the community, and the college is fortunate to have a wealth of counselors and psychiatrists close to the college.

Counseling Services
The primary goal of counseling services is to help students develop the self-awareness and personal resources necessary to overcome problems so that students may take full advantage of the educational opportunities at the College. The counselors are all licensed (M.A. or Ph.D.) in their respective fields and provide compassion, concern and concrete steps for your student to move forward. CASAS provides individual and group counseling (yoga is a real hit and is offered twice a week), and has a trained and supervised group of volunteers called “Cougar Counseling Team” (with evening hours, NO appointment necessary and students can also text with these helpers – Text “4Support” to 839863) who are waiting to help your student.

We also have a psychiatrist two days a week who can assist certain students with their medications, although no psychiatry services are available during the summer. Psychiatry does NOT prescribe stimulant or benzodiazepine medications (due to the high rate of abuse).

College is a time of new challenges and responsibilities. Counseling services can help support your student’s adjustment and personal growth. Counseling is a confidential, collaborative helping relationship that aids students to understand themselves and their feelings, behaviors, and relationships with others better.

Some concerns students bring to counseling are:

- Substance abuse underlying a variety of emotional and physiological concerns, ex. Poor motivation, confusion, feeling overwhelmed, sleep difficulties, mood swings, etc.
- Depression, anxiety, panic attacks (Parents are encouraged to examine the possible role of external influences in the reported problems of their student. Additionally, it is possible that external influences have become a separate-parallel problem and needs to be addressed if the emotional symptoms are to be effectively treated).
- Lack of confidence or low self-esteem, problems asserting yourself
- Feeling overwhelmed, stressed-out
- Finding, helping with or ending a relationship
- Getting along with others
- Puzzling or distressing emotional states, mood swings
- Self-defeating behaviors
- Determining life’s purpose and direction
- Making better decisions
- Possible learning disabilities or attention deficit disorders (we can evaluate usually 50% less expensive than in the community - http://counseling.cofc.edu/testing/index.php).
Substance Abuse Services
Substance Abuse Services provides multiple prevention and treatment strategies that target the campus environment and wider College community to foster informed decision making about alcohol and drugs. On college campuses there is a clear relationship between alcohol and drug misuse and student reports of poor motivation, poor concentration, poor class attendance, poor time management, falling behind in projects, poor grades, incidents of sexual assault, episodes of violence, accidents and related injuries and even psychotic behavior. However, most students do not abuse alcohol or drugs. (See "Sobering Facts" information in the Alcohol and Other Drugs: counseling.cofc.edu/aod/factsinfo). Research across colleges, across time suggests that Approximately 50% of students misuse alcohol, and 25% misuse drugs (usually marijuana).

The College has taken the position that students have a right to a safe and healthy environment and your student needs to be familiar with our policies on substance abuse which can be found in the Student Handbook at: studentaffairs.cofc.edu/honorsystem/studenthandbook. CofC has even established an Alcohol and Drug Abuse Working Group, dedicated to helping prevent substance misuse and getting those who need it treatment. CofC has also created a Collegiate Recovery Program (http://deanofstudents.cofc.edu/collegiate-recovery-program/index.php) to better assist students who are seeking to live a life free of substance misuse.

Parents can find more information about all our services and our goal to partner with parents for the successful college experience of their children at: counseling.cofc.edu/counseling/parentsinfo.php.

For emergency assistance contact Public Safety, 843.953.5611 and/or the Dean of Students Office, 843.953.5522.

Dining Services
Craig Hall (next to Admissions)
email: diningservices@cofc.edu
website: cofc.edu/diningservices
facebook.com/cofcdining
twitter.com/cofcdining
Instagram.com/cofcdining

Students who live in College of Charleston campus housing who are first-time freshmen (regardless of credit hours) or transfer students classified as freshmen must purchase a qualifying College of Charleston Resident Plan. They will be prompted to choose one of these plans when signing up for on-campus housing.

Upperclassmen and commuter students living off campus may sign up for any College of Charleston Meal Plan through MyCharleston or by visiting 162A Calhoun St for in-person assistance. Students have until the fifth day of classes to change their Meal Plan selection for the semester.

Meal Plans
Dining Services offers a variety of meal plan options that fit any student’s lifestyle. The selected meal plan is loaded to the student’s Cougar Card providing convenience and flexibility when dining on campus.

All-Access Meal Plans
All-Access Meal Plans are the most economical and flexible way to eat on campus. All Access Meal Plans come with unlimited meal swipes that can be used at our dining halls, Liberty Fresh Food Company, City Bistro, and Marty’s Place. Meal swipes can be used any time the dining facilities are open for service, whether it’s for a full meal solution, snacks, or just hanging out with friends. The All Access Meal Plans also include Maroon Meals, Dining Dollars and Guest Meals. Maroon Meals are predetermined combos accepted at Stern Center Food Court locations and Einstein’s Bros. Bagels. Students on All Access Meal Plans receive seven Maroon Meals per week, which reset every Saturday. Dining Dollars are dollar for dollar and can be used at any dining location on campus. Guest Meals are for visiting friends or family, and can be redeemed at our dining halls.

- All Access Diamond + 300 Dining Dollars per semester + 7 Maroon Meals per week + 15 Guest Meals
- All Access + 100 Dining Dollars per semester + 7 Maroon Meals per week + 15 Guest Meals

Weekly Meal Plan
The Weekly Meal Plan offers 12 meals each week at Liberty Fresh Food Company, City Bistro and Marty’s Place. Meal swipes reset each Saturday for the following week. The 12 Meals Per Week Plan also includes Dining Dollars and Guest Meals.

- 12 Meals Per Week + 275 Dining Dollars + 15 Guest Meals

Block Meal Plans
Block Meal Plans offer a set number of meal swipes per semester to be used at Liberty Fresh Food Company, City Bistro and Marty’s Place along with Dining Dollars. Students may swipe as many times as they would like during service hours. With Block Meal Plans, students have the flexibility to budget their meal swipe usage throughout the semester. Block Meal Plans are specifically for upperclassmen and commuter students.

- Block 160 + 200 Dining Dollars
- Block 120 + 200 Dining Dollars
- Block 80 + 125 Dining Dollars
- Block 40 + 150 Dining Dollars
Dining Dollars
Dining Dollars are dollar for dollar and serve as an on-campus currency used to make food and beverage purchases at any of our on-campus dining locations. They are accessed through a student’s Cougar Card and roll over from semester to semester until a student graduates. Dining Dollars may be added anytime during the semester in Cougar Card Services or online through MyCharleston. The Dining Dollars Meal Plan is specifically for upperclassmen and commuter students.

- 300 Dining Dollar Plan

Email for Students
Student E-mail Account
Information Technology
phone: 843.953.3375
email: itservicedesk@cofc.edu

Students were assigned an official College of Charleston e-mail account when they were accepted. Since the College will use the account for official school business (such as financial aid, billing information, class cancellations, etc.), it is important that students check the account weekly.

They can access their e-mail account by logging into MyCharleston and clicking on the C-email icon in the upper right of the page.

Emergency Preparedness
Student Affairs – phone: 843.953.5522
website: emergency.cofc.edu

Student Emergency Procedure
In the event of an emergency, the above website will be used to provide timely information for all members of the college community and will be updated regularly as new information becomes available. Specific plans directing the College’s response to threats of a hurricane, fire on campus, chemical spill, exposure to hazardous material, bomb threat, or any other threats to the campus community have been developed. Students must know “what to do if.” Although any response to a catastrophic incident will be directed by the appropriate officials, there are some general responsibilities that are assigned to students. Listed below are some helpful tips and informative websites. Remember, a cool head, flexibility, common sense, and thoughtful preparedness are essential components of any plan.

General Information
- Keep prescription medication(s) filled.
- Have a family plan for making contact – and stick to it. Don’t wait for an emergency to make plans.
- Pick one out-of-state and one local friend or relative to call as alternate contacts.
- (Sometimes it is easier to call out-of-state than within the affected area.)
Emergency Phone Directory
Campus Police ......................................................... 843.953.5611
Crime Action Line ....................................................... 843.953.4998 (voice recorded line)
Charleston Police Department ................................. 843.677.7434
Fire and EMS ............................................................. 843.953.5611
CoC EMS ................................................................. 843.953.5611
Residence Life and Campus Housing Information ... 843.953.5523
Hearing Impaired ..................................................... 843.953.1419 TTY (on or off campus)
Relay South Carolina (disability access) ............... 1.800.735.2905 (on or off campus)
College Emergency Line ........................................ 843.725.7246
(only call this line during or after an event where you need an update of information, provide information, or have questions about an alert, etc)

Facilities Management
133 Calhoun Street
phone: 843.953.5550

Submitting a work order is the fastest, most expedient way to address a student’s maintenance concerns. Students may submit work order requests via the MyHousing/Dining portal at any time during the academic year. For maintenance emergencies during normal business hours (8:30am – 5:00pm, Monday – Friday), students should immediately contact the Facilities Management Customer Service Desk at (843) 953-5550. For maintenance emergencies after normal business hours, students should immediately contact the front desk of their Residence Hall. An on-call staff member will be notified.

Staff Access to Student Rooms
Campus Housing, Residence Life and Facilities Management reserve the right to enter a student’s room at any time when acting in an official capacity on behalf of the College. Students are not required to be present at the time of entry. Campus Housing, Residence Life and Facilities Management are required to conduct inspections of the rooms/halls throughout the semester.

Grade Point Average
The number of quality points earned for each course is calculated by multiplying the semester-hour value of the course by the number of quality points assigned to the grade received for the course. For example, a grade of "B" received in a three semester hour course would earn 9.0 quality points (3.000 quality points x 3 semester hours). At the end of each semester, the student’s GPA for the semester is calculated. To compute the semester GPA, the total number of quality points earned for the semester is divided by the total number of quality hours carried. For instance, a student who earns 36 quality points while carrying a course load of 15 semester hours would earn a GPA of 2.400 for the semester. The student’s cumulative GPA is also computed at the end of each semester. This is the grade point average the student has earned up to that point at the College. The cumulative GPA is computed by dividing the total quality points the student has earned at the College by the total number of quality hours carried. For example, a student who has earned a total of 180 quality points over 90 semester hours would have a cumulative GPA of 2.000.

The LIFE GPA is the grade point average of all courses (excluding remedial/developmental, continuing education, or non-degree credit courses) taken at eligible institutions (in-state or out-of-state). You may find your LIFE GPA by following these steps:
- Log into MyCharleston
- Click on the Academic Services Tab
- Click on Banner Self Service
- Select Student tab
- Select Student Record
- Select LIFE GPA Information

Center for Academic Performance and Persistence also provides the goal GPA calculator at http://capp.cofc.edu/gpa-calculators/semester-cumulative-gpa.php so you may calculate 'what if scenarios' and how your GPA may be affected.

Health Services
Student Health Services
181 Calhoun St.
phone: 843.953.5520
email: healthservices@cofc.edu
website: studenthealth.cofc.edu

Clinic hours are Monday through Friday: 8:30 a.m. to 5:00 p.m. Appointments can be arranged by calling Student Health Services or by stopping by the clinic. Appointments may also be made by visiting the MyHealth portal located on MyCharleston. Visit our website for a list of after hour and weekend care locations.

In case of an emergency after hours or on weekends, students may call public safety at 3-5611 on campus and 911 for emergencies off campus.

Our mission is to support wellness – to provide early diagnosis and treatment of the conditions that our students have or develop while attending the College of Charleston. In addition, Student Health Services (SHS) hopes to develop in our students an awareness of the importance of regular health maintenance, and of using available health care in a timely and cost-effective manner. Our ultimate and most far-reaching goal is to encourage the healthiest lifestyle for our students in the areas of body, mind and spirit. Student Health Services provides care to registered undergraduate and graduate students and is staffed by board-certified physicians, nurse practitioners, physician assistants as well as registered nurses who are experienced in and dedicated to providing quality healthcare.
The College of Charleston A-Z Parents’ Guide

All students are required to complete a health form and show proof of immunization. Certain vaccines are required. Please refer to our web pages for more information.

Services Included as Part of Health Service Fee:
- Confidential Care
- Allergy Shots
- Asthma Care
- Birth Control
- Eye Infections (minor)
- First Aid/Wounds
- Gynecological Care
- Illnesses and Infections
- Injuries
- Mental Health (limited)
- Rashes/Skin Problems
- Referrals (appointment assistance with outside providers)
- STD/STI Testing
- TB Skin Tests
- Travel Consult
- Vaccines

Services Not Included in Health Services Fee:
- X-rays
- Laboratory tests, medical supplies, prescriptions and some immunizations
- Pharmacy services
- After hours or weekend care
- Hospitalization
- Emergency room care
- Outside care with specialists
- Some immunizations

Care at SHS is completely confidential; students must sign a written release prior to the disclosure of medical information to anyone, including family members. Please see our website to read the entire privacy notice.

Students who are in Charleston during the summer who are not taking classes can continue to be seen at the clinic by paying a summer fee. Although students will not need medical insurance to access care at Student Health Services, all students attending the College of Charleston are strongly urged to have adequate health insurance in the event that outside medical care or consultation is recommended or required. Students may be eligible for health insurance through the Affordable Care Act, please inquire at www.healthcare.gov. Students covered by an HMO should inquire about coverage while away from home.

Information Technology

IT Service Desk Locations:
Addlestone Library – 205 Calhoun Street
BellSouth Building – 81 St. Philip Street
Education Center – 25 St. Philip Street
phone: 843.953.3375
email: itservicedesk@cofc.edu
website: help.cofc.edu

Check website for IT Service Desk location hours. Students can also visit the website to chat with IT Service Desk staff and search knowledge base articles on technology topics they are having issues with.

Computers and Printers

All students can use the general-purpose computers and printers located in the Addlestone Library and Education Center. In addition, some academic departments may have their own computer labs for students enrolled in their programs. Students can also check out technology and equipment for temporary use through the Addlestone Library.

Recommendations for new Computer Purchases

Both Apple and Dell have established College of Charleston online stores where students can take advantage of reduced pricing. We recommend laptop computers because they are more flexible and can be used anywhere. More information about purchasing a computer is available online at blogs.cofc.edu/sits/shopping-tips/recommended-laptops.

eduroam Wireless Network

eduroam provides students with wireless network access within the boundaries of all campus locations. From on campus, students should select eduroam from the list of available networks and use their full @g.cofc.edu email address for the username and MyCharleston password for the password. If students have problems configuring their device for wireless for the campus network, they can receive assistance at any of the IT Service Desk locations.

Residence Hall Wireless Network

From residence halls, students should connect to the MyResNet network and follow the on-screen prompts to be connected. If students have problems, toll-free phone support for ResNet is available 24 hours a day, throughout the year at 855.290.7138. Support is limited to answering basic installation and configuration questions, and diagnosing connectivity problems.

Restrictions

The use of 2.4 Ghz and 5.3 Ghz cordless telephones in campus residences is prohibited. These phones are known to cause interference with wireless network connections. Also, setting up personal wireless networks in campus residences is not allowed.
Available Software
Microsoft Office 365 is available free of charge to College of Charleston students. Students can access products like Word, Excel, PowerPoint, and OneDrive (1 TB cloud-based storage) at portal.office.com using their full @g.cofc.edu email address for the username and MyCharleston password for the password. Students also have access to Google for Education applications including Student Gmail (Gmail), Calendar, Drive (unlimited storage), and Google Docs at accounts.google.com.

Student Instructional Technology Services
Student Instructional Technology Services provides technology tips, how-to guides and videos, assistance with navigating OAKS (the College's online learning platform), and training sessions. Student Instructional Technology Services is located in the Addlestone Library, Room 126. Students can schedule an appointment for one-on-one help or access resources at blogs.cofc.edu/sits or by emailing sits@cofc.edu.

Self-Service Password Reset
Self-Service Password Reset allows students to reset or change their College of Charleston password on their own, without the assistance of the IT Service Desk. To use this service, students must first register their account at password.cofc.edu.

Protecting your Property
We strongly recommend that laptop users use locking cables to secure their computers, and that all students register their computers and other high-value property with Public Safety as a deterrent to theft. Contact Public Safety for more information at 843.953.4980 or go to cofc.edu/publicsafety. Never leave your computer or bag unattended in a public place such as the library.

Legal Residency
Treasurer’s Office
170 Calhoun Street
website: legalresidency.cofc.edu

Requirements regarding establishment of legal residency for fees and tuition purposes are governed by legislation set forth by the South Carolina General Assembly. Under the law, resident status for fees and tuition purposes may be established by independent citizens, military/dependents and certain aliens. There are also provisions applicable to resident classification of dependent persons. Physical presence in the state primarily for education purposes does not constitute establishment of South Carolina residency for fees and tuition purposes.

Mail Services and Passport Services
89A St. Philip Street, first floor, St. Philip Street Parking Garage
email: mailservices@cofc.edu
website: mailservices.cofc.edu

Mail Services
Mail Services provides most major USPS services and can accept letters and packages from the following couriers:
• Express Mail (U.S. Post Office)
• Federal Express (FedEx)
• Airborne
• United Parcel Service (UPS)
• DHL

All mail and packages sent to students must be addressed, as follows, using the student’s legal or preferred name registered with the College:
Student’s Name
________________ C of C Complex
Charleston, SC 29424

Please do not add to the mailing address format. Mail that is not properly addressed may be delayed or returned to sender.

When students receive delivery notification from the mail or shipping courier, the item has been delivered to Mail Services and will then be processed. Students will be notified via their CoC email account when mail or packages are available for pickup at Mail Services. They will be required to show their Cougar Card in order to retrieve their mail or package.

The service window for mail pickup is open from 9:00 a.m. to 5:00 p.m., Monday through Friday. Students can retrieve packages from the locker bays in the lobby of Mail Services 24/7.

TIPS
If you or your student needs to send important documents through the mail, please send them certified, insured or with delivery confirmation. This is the safest and best way to effectively track a piece of mail.

Finally, please do not send cash through the mail!

Passport Services
Mail Services offers a full-service passport office, making it convenient for your student (or the whole family!) to complete forms and file for a U.S. Passport. Appointments are available Monday through Friday, from 9:00 a.m. to 4:00 p.m.
Multicultural Student Programs and Services
207 Calhoun Street (Next door to the Addlestone Library)
phone: 843.953.5660 - fax: 843.953.5676
email: msp@cofc.edu
website: msp.cofc.edu

The Office of Multicultural Student Programs and Services (MSPS) provides a safe and inclusive environment that encourages the campus community to assist in meeting the particular needs of students via intercultural exchange, personal growth, and leadership development.

The Office of Multicultural Student Programs and Services primary mission focuses on African American, Latino/a, Asian and Native American (AALANA) student populations; however, we believe that by presenting cultural learning opportunities to all students fully supports the College's commitment to diversity and inclusion.

The Office of Multicultural Student Programs and Services is guided by a strong commitment and passion to serve all students. Our office is dedicated to providing academic, cultural, personal, and social programs along with resources to encourage a greater understanding of diversity, inclusion, cultural competence and social justice.

The Office of Multicultural Student Programs and Services directs the following campus wide programs:

- SPECTRA Summer Transition Program for AALANA students
- SCAMP (South Carolina Alliance for Minority Participation)
- Mentoring Matters
- Safe Zone

Provides support: PRISM
- The Excellence in Collegiate Education and Leadership (ExCEL) Awards
- Multicultural Graduation Celebrations:
  - Asian-Pacific Islander Unity Celebration
  - LGBTQQAIP & Ally Lavender Celebration
  - Hispanic Latino Graduation Celebration
  - Nia Rite of Passage Celebration

New Student Programs
Lightsey Center Annex
email: orientat@cofc.edu
email: parents@cofc.edu
website: nsp.cofc.edu
twitter.com/cofcorientation
instagram.com/cofcorientation

The Office of New Student Programs supports students and families with the transition to the collegiate environment by offering programs and services that encourage the development of academic and personal goals that contribute to success.

The Office of new Student Programs coordinates the following programs:
- New Student Orientation
- Family Orientation
- New Student Guide App

New Student Guide App
The New Student Guide App is the mobile guide powered by Guidebook to enhance your experience as a new student and family member at CofC. You'll be able to plan your day with a personalized orientation schedule, review campus resources (at orientation and through the school year), view maps and read LOTS of general new student information.

The app is compatible with iPhones, iPads, iPod Touches and Android devices. To view on the web go to http://guidebook.com/guide/37233 to view it on your desktop computer. You can bookmark the page to refer to it in the future. For more information go to http://orientation.cofc.edu/app-information/index.php.

Off-Campus and Commuter Student Services
Office of Student Life
website: http://studentlife.cofc.edu

MISSION
Provide information and education on programs and services along with engagement opportunities and advocacy resources to College of Charleston off-campus and commuter students.
The College of Charleston A-Z Parents’ Guide

Stern Student Center
The Stern Student Center provides a variety of resources for commuter students, including spaces to study and relax between classes, access to food and vending, charging areas for laptops and mobile devices, and Wi-Fi throughout the building. The Cougar Canteen, located on the second floor, includes a microwave for heating up meals and vending snack machines. Rental lockers are available on the second floor, providing temporary storage space for books and other items. The Game Room offers students an opportunity to relax while enjoying video games, billiards and boards games with friends.

24 Hour Study Lounge - Education Center Atrium
Equipped with study tables, lounge chairs, desk top computers and Wi-Fi, the 24-hour study lounge (from Sunday @ 10pm-Friday @ 10pm) in the Education Center Atrium is a popular place to study and relax before, after, or between classes. Additionally, the College operates a food POD (Provisions on Demand) for grab and go items. The POD is open when classes are in session.

Pod Normal Hours:
Monday - Thursday 7:30 a.m. – 6:00 p.m. Friday 7:30 a.m. – 4:00 p.m.
This lounge space is monitored by our Public Safety during the academic year.
The scheduled hours for security are 10pm until 6am
Additional POD express stations are located in Maybank Hall and at RITA Hollings Science Center.

Find out More
Information on meals, parking, the Charleston community, and other resources are available on the web site.

Office of Institutional Diversity
175 Calhoun Street
Robert Scott Small Building, 2nd floor
Monday through Friday from 8:30 AM to 5:00 PM
email: OID@cofc.edu
website: diversity.cofc.edu

Mission
The Office of Institutional Diversity (OID) is committed to supporting the College of Charleston in leading pathways to equity and inclusion for URM Faculty, Staff, and Students, to create equity in learning and living as part of the CofC community and beyond.

Vision
Our vision is to transform our campus community into an inclusive and equitable learning and living environment where faculty, staff, students, are affirmed regardless of their ethnicity, gender, sexuality, religion, ability or place of origin.

The Eddie Ganaway Diversity Education and Resource Center (EG-DERC)
In 2013, the College’s former Diversity Education and Resource Center (DERC) was dedicated to Mr. Eddie Ganaway in recognition of his significant contributions to the College. Eddie Ganaway ’71 paved the way for diversity and inclusion at the College of Charleston and changed the institution forever, when he walked across the Cistern as the first-ever African American graduate of the College. The Center provides a space to address areas such as race and racism, cultural competency, peace, social justice, disability, gender and sexuality, world religions and so much more.

Office of Student Life
Stern Student Center
website: studentlife.cofc.edu/index.php
facebook.com/cofcstudentlife/
twitter.com/CofCStudentLife

The Office of Student Life provides quality programs, services and facilities to promote the development of all students while enriching and supporting the growth of the College of Charleston community.

Student Organizations
More than 200 organizations represent the interests, beliefs and ideologies of student groups, including honor societies and organizations focusing on academics, drama, government and politics, international interests, religious, service, special interests and sports. Students can find information at cougarconnect.cofc.edu

Cougar Activities Board
The Cougar Activities Board (CAB) serves as the primary, campus wide programming body at the College of Charleston. CAB’s mission is to provide co-curricular programming that enhances the overall holistic development of our students and the campus community.

CisternYard Media
Exciting things are always happening in CisternYard Media! Those students who choose to devote their time to our award-winning student media organizations can develop new skills in a number of areas. These include computer graphics, photography and videography, graphic design, news writing, feature writing, radio and television technology, budget management, advertising and media relations.
The College of Charleston A-Z Parents’ Guide

Student Government Association
The Student Government Association (SGA) is the governing organization for the undergraduate student body. Every student enrolled at the College of Charleston is automatically a member. Elected annually by student voters, officers of this organization provide a strong voice in articulating students’ concerns and take an active role in improving student life at the College.

Sports Clubs
Sport clubs are organizations formed by students motivated by a common interest in a particular sport or activity. Participants have a chance to develop their knowledge and skill to a greater degree through organized practices, games, and meetings. Each club differs in its emphasis toward competition, recreation, instruction, or some combination of the three.

Membership in the clubs is open to all College of Charleston students regardless of skill level. Take advantage of this opportunity to participate in a familiar activity or to learn a new sport! More information is available at http://campusrec.cofc.edu/sport-clubs/index.php

Office of Sustainability
Center for Sustainable Development
14 Green Way
website: sustainability.cofc.edu
email: fisherb@cofc.edu

Under the leadership of Dr. Brian Fisher, the Center for Sustainable Development stewards sustainability literacy and serves as a hub for intensive study, practical application and the professional development of diverse, innovative Cougar students. As thought leaders and sustainability experts, its team builds and fosters strong, service-oriented partnerships in the Charleston community and advocates for policies and practices that enable our university to advance ambitious climate and zero waste goals.

The Center’s mission is to provide Cougar students, faculty and staff with the knowledge and tools to transform the present and positively influence the future.

Its name reflects the universally adopted Sustainable Development Goals outlined by the United Nations. These goals intend to solve challenges felt both globally and locally in communities like Charleston, particularly poverty, hunger, gender and racial inequality, environmental degradation and climate change.

Students who want to do good and change the world often flock to the Center, where they are invited to spearhead projects and initiatives stretching across environmental, social and economic spaces.

To learn more or get involved, visit the Center’s headquarters at 14 Green Way or follow our collective progress online at sustainability.cofc.edu and on social media.

Office of Victim Services (OVS)
Lightsey Center, Suite 101
phone: 843.953.2273
website: VictimServices.cofc.edu

About the Office of Victim Services
We understand that anyone can become a victim/survivor of a crime, and students, active in all facets of community life, are no exception. The Office of Victim Services (OVS) is available for currently enrolled students no matter where a crime occurs and no matter whether the student elects to file an official police report or not. Certified victim service providers are available to address the non-counseling aftereffects from the crime that may involve class attendance, work, changes in living arrangements – things that will be disruptive to the student’s collegiate experience. Services are provided within a framework that is private, attentive, sensitive and knowledgeable so that no matter where our students live, work and socialize, if there is ever a need, there is a wealth of assistance.

Whether one is the direct victim/survivor of a crime, the roommate, the best friend or the witness to a crime, there is fallout each may experience related to the initial victimization that needs to be addressed, questions to be answered, decisions to be made and short- and long-term ongoing needs to be met – all related to the initial victimization. With the ongoing consent and active participation of the student, OVS staff are available to:

- Explain the reporting process and assist the student, if he/she chooses, in filing a report with the appropriate law enforcement agency.
- Serve as the spokesperson for the student within the College community so that his/her privacy and dignity are maintained in all aspects of intervention and assistance and, as necessary, to serve as liaison with individuals off campus.
- Work with the student to reasonably accommodate any possible disruption to class attendance, class work, academic schedule or to initiate necessary changes that may result from the victimization.
- Offer immediate crisis intervention and initial support.
- Assist in locating appropriate on-campus and community resources to meet the student’s specific ongoing needs.

The types of offenses (regardless of incident location) in which OVS offers assistance includes but is not limited to: physical assault, violent/felony crime, robbery, burglary, intimidation, identity theft, harassment, rape, stalking, dating violence, domestic violence, etc.

The Office of Victim Service’s role is to ensure that the needs of the victim/survivor are addressed at one location so that getting information and assistance is not complicated. Our mission is simple: to safeguard victims/survivors so that their voices may be heard, their choices will be valued and the recovery process may become a constructive reclamation of life.
Contact Information
To schedule an appointment or request information, call 843.953.CARE (2273) during normal business hours.
Walk-ins are welcome from 9:00 a.m. – 3:30 p.m.
Emergency assistance (an incident that has just happened, or within the last five days), is available after normal business hours, during weekends and holidays. Call 843.953. CARE (2273), and our answering service will connect you to one of the OVS victim service providers.

Parent’s Advisory Council (PAC)
Approximately fifty families from across the country form the Parent Advisory Council (PAC). The Council works closely with the College’s President and administration to support the mission, goals, and highest priorities of the institution. The PAC meets twice a year to discuss the membership’s role in fundraising for the Parents’ Fund, academics, admissions, career development, communication, special events, and student life. PAC also participates in admissions recruitment and institutional fundraising efforts across the country. To learn more about the Parent Advisory Council, please contact Laurie Soenen at 843.364.9511 or soenenl@cofc.edu.

Parent’s Fund
College of Charleston Foundation
66 George St
Charleston, SC 29424
phone: 843.953.3418
email: parentsfund@cofc.edu
website: go.cofc.edu/parentsfund

The Parents’ Fund is the designated fund for families to support and directly impact their student’s education at the College of Charleston. Parents’ Fund gifts support student scholarships, faculty engagement with students, and academic and co-curricular programs focused on career development and leadership. Simply stated, your gift increases the value of your student’s degree. College of Charleston is where your student will become the person they were meant to be and the Parents’ Fund will support them in that journey. To donate, please contact Laurie Soenen, Executive Director, Annual Giving Programs and Parent Advisory Council, at 843.364.9511 or soenenl@cofc.edu. We thank our loyal supporters and encourage all our families to make a gift today!

Gifts can be sent to:
College of Charleston Foundation
Attn: Parents’ Fund
66 George Street
Charleston, SC 29424-0001
Or visit giving.cofc.edu

Parking and Transportation
162B Calhoun St.
Entrance on Calhoun St. side of Berry Residence Hall
Monday – Friday, 8:30 a.m. – 5:00 p.m.
phone: 843.953.1100
email: parkingservices@cofc.edu
website: parkingservices.cofc.edu

Students who live on campus become eligible to apply for College of Charleston parking only upon earning 60 cumulative credit hours that are on file with the Office of the Registrar at the time that assignments are made. A listing of alternative parking spaces leased to students in the downtown area is available on the parking services website.

Parking spaces are assigned and paid for one semester in advance. Students will be assigned parking based on the number of cumulative credit hours earned and on file with the Office of the Registrar at the time that assignments are made. In the event of identical credit hours earned, applications received first will have priority. Eligible students should apply for parking online via MyCharleston. The online parking application is available only during the open application period; transfer students, non-resident freshmen, and students who miss the application deadline may visit or call to inquire about available parking spaces. Application deadlines will be communicated via email to students’ College of Charleston email accounts and they will also be posted on the student section of the parking services website. Please note that eligibility to apply for a parking permit is not a guarantee of a permit assignment. Parking availability is dependent on city and campus development, and our number of student parking spaces has declined each year.

Student surface parking fees are currently $550 per semester; garage parking fees range from $500 to $750 per semester, based on location. Some garage permits also required a separate $20 deposit for the garage access card, which is refundable upon its return at the end of the semester for which the permit was purchased. Fees listed are correct at time of printing and are subject to change.

Students are encouraged to leave their cars at home and take advantage of the transportation services that we offer instead. Charleston Area Regional Transportation Authority (CARTA) service is free to students with a valid Cougar Card. CARTA offers in-town routes as well as express shuttle services that connect key locations throughout Charleston and the downtown area. CARTA also offers convenient service from downtown to the Charleston International Airport. Visit CARTA online at ridecarta.com for more route information. In addition to CARTA, students may also take advantage of the Enterprise CarShare program, which enables students as young as 18 to rent Enterprise vehicles on an hourly basis. For more information and to enroll in the Enterprise CarShare program, visit enterprisecarshare.com/car-sharing/program/cofc.
Public Safety
89 St. Philip St., first floor parking garage
phone: emergency: 911· non-emergency: 843.953.5609
fax: 843.953.5132
website: publicsafety.cofc.edu
twitter: @CofC_DPS
instagram: cofc_dps

Law enforcement responsibilities for the College of Charleston are handled by the Department of Public Safety. Our campus police officers are on duty 24-hours a day, seven days a week to serve and safeguard the campus community. These officers monitor the flow of traffic, enforce parking regulations, and patrol the grounds and buildings.

These professionally trained men and women are assigned to provide police services at the College of Charleston. Campus police officers are required to successfully complete a 12-week training program at the South Carolina Criminal Justice Academy. The training program courses include: criminal investigation, sex crimes, drug enforcement and juvenile justice. Upon graduation, the officer is certified by the State of South Carolina as a police officer with full powers of arrest. Additionally, campus police officers receive all state mandated training to remain certified by the South Carolina Criminal Justice Academy.

Emergency Call Boxes
Security on the College campus has been enhanced through the installation of emergency call boxes. The boxes, which are orange in color, are for direct emergency contact with campus police. Locations of the call boxes can be found at parking services. cofc.edu/information-for/parking-map.php. Any questions regarding the emergency call boxes should be directed to campus police at 843.953.5609.

Safety Escorts
The Department of Public Safety is committed to providing quality service and working with the members of the College of Charleston community to build an environment that promotes the safety and well-being of each individual. In an effort to encourage personal safety, the On-Campus Safety Escort Program was initiated for those times, especially during the hours of darkness, when students may find themselves unable to use the buddy system while on campus. Available 24-hours a day, seven days a week, this on-campus service is intended for those who need a safety escort to/from class or residence hall or college-owned parking lots/facilities.

This program, staffed by our on-duty officers, serves a campus population of over 10,000. Calls for safety escorts are dispatched immediately, however, if students experience an excessive delay in response time it may be due to a high volume use of the program. If this occurs, student should place call again.

Critical to the success of this program is understanding that this program is not a substitute method of transportation for grocery shopping, doctor/dental appointments, a means to get to students part-time employment or to take the place of students’ designated driver when out socializing. The abuse of this service dilutes the effectiveness of the program for those individuals who have a critical need for a security escort.

No matter where students are on campus, off campus, on any street anywhere in the world, we encourage students to practice “street smarts” – walk in groups, use the buddy system. And, when students need to be accompanied while on campus, use our On-Campus Safety Escort Service (843.953.5609).

For information on operation identification, computer registration, bicycle registration and bicycle security, check the Public Safety website.

For a complete listing of services, contact points, and campus crime statistics, check the Public Safety website.

Fire and EMS
89 St. Philip St., first floor parking garage
phone: emergency: 911· non-emergency: 843.953.5499
fax: 843.953.1927
website: http://fireandems.cofc.edu

College of Charleston Fire and EMS promotes fire prevention through comprehensive facility inspections and training classes for employees and students. Two Resident Deputy State Fire Marshals and one Asst. Fire Inspector are assigned to the campus. Emergency Medical Services, hazardous material response, as well as, all fire emergencies are managed from this office.

Fire personnel are trained to a minimum interior structural firefighter, fire inspections, and basic First Aid/ CPR and are required to complete 40 hours of professional development every two years in order to maintain their certifications. Fire personnel also maintain a minimum level of training within Department of Homeland Security.

EMS
The EMS section of Fire and EMS provides emergency medical care and transportation for students, staff and visitors on the College of Charleston campus. EMS personnel are volunteer College of Charleston students who are trained and certified nationally at the EMT-Basic level, with some having obtained certification as EMT-Intermediates or Paramedics. These personnel respond to medical emergencies both on the College of Charleston campus and in the surrounding community (when requested by students). They maintain their level of certification through ongoing training opportunities, including a SC DHEC authorized in-service training program that follows NREMT standards. Fire and EMS personnel are also involved in several community wellness and safety efforts including CPR and First Aid training, and the placement and maintenance of automated external defibrillators (AEDs) throughout the campus.
Additional information on fire safety programs and services can be found at http://fireandems.cofc.edu/index.php. If you have questions you can contact us at fireandems.cofc.edu or 843.953.5499.

Registrar’s Office
Lightsey Center – Suite 281 and B-12
phone: 843.953.5668
web: registrar.cofc.edu
email: registrar@cofc.edu

The mission of the College of Charleston Office of the Registrar is to develop and maintain effective processes, procedures, and services necessary for the accurate and timely creation, maintenance, storage, auditing, transmission, and retrieval of student academic records from matriculation to graduation.

Grades, Academic Records, Degree Audit, Program of Study Management, Student Contact Information, Academic Catalogs, Academic Calendar, FERPA, Proxy Access Management, and Enrollment Verification.

Many resources are available to students on the Academic Services tab of MyCharleston and the Office of the Registrar website (registrar.cofc.edu).

Student Access to Grades
Final and midterm grades are not mailed to students, but are available in MyCharleston on the Academic Services tab after each grading period. More information on the grading system can be found in the academic catalog or by visiting http://registrar.cofc.edu/grades.

Transcripts
The transcript is the record of a student’s enrollment at College of Charleston, including all undergraduate and graduate coursework completed at the College. Grades and coursework from previous institutions are not listed on the transcript. Only the total number of hours for accepted transfer credits are displayed. Students may request an official academic transcript or view an unofficial transcript through the Transcript channel on the Academic Services tab in MyCharleston.

Degree Works
Degree Works is a web-based degree audit application and academic advisement tool that provides a clear and convenient method for students and advisors to track degree progress. It is intended to assist students in reaching their academic goals and achieving a better understanding of degree requirements. Degree Works is located on the Academic Services tab in MyCharleston.

Program of Study Management (POSM)
The Program of Study Management (POSM) is a system that allows undergraduate students to manage their degree program(s) online (declare or undeclare a major, minor or certificate, change degree type, and more!). The POSM channel is located on the Academic Services tab in MyCharleston.

College Requirement for Student Contact Information
All College of Charleston students are required to provide the College accurate and timely information regarding their local and permanent addresses, local and permanent phone numbers, and emergency contact information. Failure to keep this contact information updated may result in a student’s inability to enter the registration module of MyCharleston to add, drop or withdraw from classes. To review or change your contact information, login to MyCharleston. On the Academic Services tab, go to the Banner Self-Service channel. Click on Banner Self-Service, Student, and then Current Contact Information.

Note: Mail Services assigns CofC Complex addresses to on-campus students only. This address cannot be updated via MyCharleston.

Academic Catalogs
The College of Charleston Academic Catalogs serve as a guide to the academic requirements, institutional policies, and programs of study particular to the institution. Academic Catalogs can be found by visiting http://catalog.cofc.edu.

Academic Calendar
The academic calendar contains important dates, deadlines, and reminders for the academic year. The calendar applies to all credit-bearing courses offered, regardless of the location of instruction or the mode of delivery. The academic calendar can be found on the Office of the Registrar’s website: registrar.cofc.edu/calendars.

The Family Educational Rights and Privacy Act of 1974 (FERPA)
The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is a Federal law that protects the privacy of student education records. In accordance with regulations issued under FERPA, the College of Charleston provides an annual notification to our enrolled students of their rights (to: inspect, review, and amend the student’s education record; consent to disclosures of personally identifiable information contained in the student’s education records; opt-out from the release of information designated as directory information by the College; and file a complaint with the US Department of Education) under FERPA; as well as an explanation of the exceptions under FERPA that allows the College to disclose information from the student’s education record without consent. The Annual Notification is found at http://registrar.cofc.edu/ferpa. Additional information may be obtained by contacting the Office of the Registrar at registrar@cofc.edu.
Proxy Access Management
Current College of Charleston students have the ability to electronically share certain academic and financial aid information with a parent or guardian.

The Proxy Access Management service provides students with a way to designate proxy access to trusted users to view selected student information. By setting up proxy access the student is giving consent for specified individuals to view academic information from their student record online. The student is able to modify the access rights and valid date ranges as well as view a log of the most recent activity. Students may select any or all of the following information items with a proxy:

- Financial Aid information (Aid Status, Academic Progress, Award History)
- Personal Information (Addresses, E-mail, Emergency Contacts)
- Registration Information (Schedule)
- Student Records Information (Midterm Grades, Final Grades, Unofficial Transcript, Holds)

For more information on setting up proxy access, please visit: http://registrar.cofc.edu/proxy-access-management/index.php.

NOTE: Proxy access does not authorize College of Charleston personnel to communicate with authorized proxies. To authorize this type of communication, students must complete a FERPA Consent Form. For more information on FERPA, please visit http://registrar.cofc.edu/ferpa/index.php.

Proof of Enrollment
Enrollment verification certificates are used as proof of attendance at the College of Charleston. Verifications are typically requested for insurance and loan companies. The College of Charleston has authorized the National Student Clearinghouse to provide degree and enrollment verifications. The Office of the Registrar at the College of Charleston does not complete forms or generate customized letters verifying information otherwise available on an official transcript or an enrollment verification with National Student Clearinghouse.

Students may obtain a free certification of enrollment (or proof of full-time enrollment) for insurance, scholarship and loan purposes by logging on to MyCharleston and selecting “Enrollment Verification” from the Banner Self-Service menu. Enrollment verifications are available immediately following the drop-add deadlines for spring and fall terms. Additional information on enrollment and degree verifications can be found by visiting http://registrar.cofc.edu/forms-verification/index.php.

Residence Life
67 George Street
phone: 843.953.1476
e-mail: reslife@cofc.edu
website: reslife.cofc.edu

The mission of the Department of Residence Life is to create engaging, supportive, and inclusive communities that foster academic achievement, personal development, and student involvement.

Activities and events are provided by Residence Life to help residents meet new people and become active members in the residence hall community. Residence Life community standards and policies can be located at reslife.cofc.edu. Our website also provides important information on Residence Life staff, programming, general rules on conduct, disciplinary actions, fire and life safety violation assessment, policies, and services.

Student Affairs
Stern Student Center, third floor
Office of the Executive Vice President for Student Affairs and Office of the Dean of Students
e-mail: cabotj@cofc.edu or caudillad@cofc.edu
website: studentaffairs.cofc.edu

The Division of Student Affairs provides constructive learning environments that augment our strong academic curriculum. Staff members are committed to creating opportunities to teach skills and principles that enable students to develop personal value systems, explore and build healthy interpersonal relationships, discover the obligations of community membership, realize their potential, and accept responsibility for their own development.

Resolving Disputes and Complaints
The College of Charleston is committed to receiving and addressing, in a fair and timely manner, all written student complaints filed regarding the College of Charleston, or College employees. The College's policies related to students are available on the College's Policy Website, with additional information available in the Student Handbook. Students can file a written complaint through the online form found at http://complaints.cofc.edu/.

The Office of the Dean of Students and the Ombudsperson are both available to meet with students should they want to discuss how to resolve a dispute or forward a complaint against an academic or non-academic official or office.

Academic Integrity and the Honor Code
The complete College of Charleston Student Handbook is available only online at deanofstudents.cofc.edu/honor-system/studenthandbook. Integrity is a fundamental value of the College of Charleston. Our Honor Code, written by students, faculty and staff, is the College's statement on academic integrity. It articulates the College's expectations of students and faculty in maintaining the highest standards in academic work. The Honor Code of the College specifically forbids lying, cheating, stealing and plagiarism.
The College of Charleston A-Z Parents’ Guide

- Lying: Knowingly, furnishing false information, orally or in writing, in an effort to deceive in matters relating to academic work (e.g., fabrication of citations, lying about a class absence excuse, etc.)
- Cheating or attempting to cheat on any academic assignment (including unauthorized collaboration and recycling work when not approved by the professor)
- Stealing or attempting to steal another’s academic work
- Plagiarism: The verbatim repetition, without acknowledgment and quotation marks, of the writings of another author; borrowing without acknowledging the source; paraphrasing the thoughts of another without acknowledgment; or allowing any other person or organization to prepare work which one then submits as his or her own.

The sanction applied to a violation of the Honor Code depends on a variety of factors including, but not limited to, degree of deceit, amount of premeditation, year in school, and previous offenses. The sanctions of “XXF” (class failure due to academic dishonesty) and probation or deferred suspension are generally applied when dealing with plagiarism.

The Code of Conduct

Under the Code of Conduct, students are expected to act civilly at all times. Essentially, this means that students may be held accountable for any behavior that might adversely affect others or the mission of the College. The Code of Conduct can be applied to off-campus incidents. Examples of inappropriate actions include, but are not limited to:

- Acts of dishonesty: furnishing false information, forgery, misuse of any college document/identification, possessing a false or altered identification etc.
- Physical abuse, bullying, threats, intimidation, harassment, coercion, hazing, etc.
- Disruption or obstruction of teaching, the living/learning environment or college operations, failing to comply
- Attempted or actual theft, illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals, etc.
- Using, possessing, intending to distribute or distributing drugs or alcohol, except as expressly permitted by law; violating published college policies, rules, and regulations; violating federal, state, or local laws; disturbing the neighborhood; etc.

Drug and Alcohol Violations

The College of Charleston does notify parents or guardians for each alcohol and/or drug violation. Any student found responsible for any form of distribution of illegal or controlled substances will be suspended or expelled from the College.

Student 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 relationship violence, stalking, domestic violence and sexual assault, violates this principle and will not be tolerated. It is a violation of the Student Sexual Misconduct Policy to discriminate against, harass or abuse any student 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. The Student Sexual Misconduct Policy defines effective consent as involving the presence of on-going and explicit voluntary and knowing verbal and/or overt actions clearly expressing an understandable clear permission regarding a willingness to engage in sexual activity. The full policy and its procedures are inside the Student Handbook.

Adjudication of Violations Within the Community

Students may be accountable to both outside authorities and the College for acts which constitute violations of law and of the Honor Code, Student Code of Conduct, Alcohol Policy, Drug Policy or Sexual Misconduct Policy. Disciplinary action at the College may proceed while criminal proceedings are pending, and will not be subject to challenge on the grounds that criminal charges involving the same incident have been reduced or dismissed.

MAYMESTER AND Summer Sessions

Admissions; Craig Hall
phone: 843.953.4831—fax: 843.953.7371
email: summer@cofc.edu
website: summer.cofc.edu

Maymester

Maymester is a two-week term between the end of the spring semester and the beginning of summer sessions. Classes meet for three-and-a-half hours, five days per week. This concentrated schedule will let you delve into subjects of interest without interruption. A number of study abroad courses and special topic courses are also scheduled during Maymester.

Extended Summer

Extended Summer consists of a six-week term that begins at the end of the spring semester and continues into June. Although traditional face-to-face classes meet in the evenings two days per week for approximately three hours each, most courses scheduled for this summer term are delivered online or as part of a study abroad program.

Summer I/Summer II

Summer I/Summer II consist of two four-week terms. Day classes meet five days per week and evening courses meet three days per week. There are substantial offerings at the introductory and advanced levels in all disciplines of the College curriculum during these two terms.
Students may take summer courses to explore fields of study outside their major concentration, to make up courses missed in the regular terms, or to accelerate their progress toward a degree. Current Maymester and summer sessions course information is available online from February to August each year. Registration for currently enrolled College of Charleston students begins March 13 via MyCharleston and March 30 for summer visiting students. Many sections of online courses are now offered during Maymester and all summer terms.

Attending Summer School at another College
Before you decide to take summer school classes at another institution, you should become familiar with College of Charleston policies regarding transfer credit, such as minimum grades that will transfer, maximum number of hours that you can earn at a two-year institution, and restrictions on senior-year coursework that can be completed elsewhere. Although these policies are explained in the academic regulations section of the undergraduate catalog, here are the important steps:

1. Discuss your plans with your academic advisor.
2. Make sure that the course has been approved for transfer (check this out with the Registrar's Office beforehand), and that you meet the registration deadlines and requirements of the institution you plan to attend.
3. Complete the "Coursework Elsewhere" form (check the Registrar's Office website under forms).
4. Register for the course at the visiting institution. Check the deadlines for course registration.
5. Once you've completed steps 1-4, you must have an official transcript sent from the institution you will be visiting to the College of Charleston Registrar's Office in order to have the transfer credit appear on your College of Charleston transcript.

The Grading System
Students receive letter grades for every course in which they enroll. Each letter grade has a numerical "quality point value" as shown below. The following is the grading system, with quality values as indicated:

- **A**: Superior, 4.00
- **A-**: 3.70
- **B+**: Very Good, 3.30
- **B**: Good, 3.00
- **B-**: 2.70
- **C+**: Fair, 2.30
- **C**: Acceptable, 2.00
- **C-**: 1.70
- **D+**: 1.30
- **D**: Barely Acceptable, Passing, 1.00
- **D-**: 0.70
- **F**: Failure, 0.00
- **WA**: Withdrawn, Excessive Absences (equivalent to an F), 0.00
- **XF**: Failure Due to Academic Dishonesty, 0.00

Grades are available on MyCharleston at my.cofc.edu beginning with the date set by the Registrar's Office for the term specified. For a complete academic record of their grades, students may request an official academic transcript from the Office of the Registrar or they may view their unofficial transcript on MyCharleston.

Transfer Resource Center
Lightsey Center-Suite 258
phone: 843.953.1135
website: transfer.cofc.edu
email: transfercenter@cofc.edu

The mission of the Transfer Resource Center (TRC) is to support, guide, retain and advocate for transfer students and all students with transfer credit by providing timely and accurate transfer credit evaluations, pre-transfer advising, transfer specific programming, and connections to campus resources.

Transfer Credit Policies:
A course from other institution is eligible for transfer credit when the course is earned at a school accredited by a regional accreditation association, graded at least a “C” (2.0 on a 4.0 scale), and not a duplication of credits already earned.

Grades do not transfer, only credits; therefore, transfer students will enter the College of Charleston without a grade point average (GPA). Credits awarded at another institution as a result of placement testing are not acceptable.

Students admitted or readmitted Fall 2016 forward can transfer a maximum of ninety (90) credit hours, including all credits earned by examination (e.g., AP, and IB) towards the requirements of a College of Charleston A.B., B.A., or B.S. degree. The maximum number of credit hours earned and applied to the requirements of a College of Charleston bachelor’s degree (A.B., B.A., B.S., B.P.S.) from a two-year institution is sixty (60) credit hours for students admitted or readmitted Fall 2020 forward. Students admitted or readmitted prior to Fall 2020 can transfer a maximum of sixty (60) credit hours from a two-year institution.

Credit by Exam
The College awards credit for Advanced Placement (AP), International Baccalaureate (IB), selected Cambridge International Exams (A Level and AS Level), College Level Examination Program (CLEP), and DSST (formerly DANTES) exams based on the student’s scores. See “Credit by Exam” under transfer.cofc.edu for more information.
Transcripts
A transcript is official if it is in a sealed envelope and bears the authorizing signature and the official seal of the issuing institution. Transcripts sent electronically via Parchment, Credential Solutions (eScriptsSafe), etc. are considered official.

Records from a college/university outside of the United States must submit official transcripts (mark sheets, academic records), with English translations, to a recognized credential evaluation agency for verification and a course-by-course evaluation. See “International Credit” under transfer.cofc.edu for more information.

Currently enrolled CofC students should send transcripts from previous institutions to:
Transfer Resource Center
College of Charleston
66 George Street
Charleston SC 29424

Electronic transcripts should be sent to transferevaluation@cofc.edu.

Taking Courses at another Institution (For currently-enrolled College of Charleston Students)
Before you decide to take courses at another institution, you should become familiar with College of Charleston policies regarding transfer credit, such as minimum grades that will transfer, maximum number of hours you can earn at 2 and 4-year institutions, and restrictions on senior-year coursework completed elsewhere. Although these policies are explained in the academic regulations section of the undergraduate catalog, here are the important steps:

1. Discuss your plans with your academic advisor.
2. Have the courses approved for transfer. (Use Transferology or the Transfer Resource Center as valuable resources in finding transferable courses at other institutions.)
3. Complete the “Coursework Elsewhere” form (under “Forms” at transfer.cofc.edu).
4. Register for the course at your visiting institution. Check deadlines for course registration and call your visiting institution Admissions Office for further assistance.
5. Once you have completed your coursework elsewhere, you must have an official transcript sent from your visiting institution. Official transcripts should be sent to transferevaluation@cofc.edu or Transfer Resource Center, College of Charleston, 66 George Street, Charleston SC 29424.

Transferology
Transferology is a free, online tool to help students predict how courses will transfer. Transferology can be used to predict how courses will transfer into the College, as well as search for courses offered at other institutions that will transfer back to the College. Create a free account today at https://www.transferology.com/school/cofc.

Treasurer’s Office
170 Calhoun Street
phone: 843.953.5572 – fax: 843.953.5573
email: treasurer@cofc.edu
website: treasurer.cofc.edu

The Treasurer’s Office handles the processing of billing and payments. The College of Charleston is a state-supported institution whose tuition and fees are based upon appropriations granted by the South Carolina General Assembly. Accordingly, the fees charged by the College will be directly affected by the action of the legislature, and are therefore subject to change without notice.

Online Billing
All billing is done electronically and emailed to the student’s on-campus accounts and other student-authorized e-addresses. eBills are available for viewing through my.cofc.edu (MyCharleston) under the My Accounts tab. Balances can also be viewed on the eBill and will include charges and payments incurred since the last eBill was issued. Remember, the my.cofc.edu portal is available 24/7 to make bill paying more convenient. The student should use their email address/ID and Password to log in. Once logged in, students can select Payment Plans, Set Up Payment and Refund Profiles, Make Deposits, Add Cougar Cash and Dining Dollars and set up Authorized Users. Students can pay their bill using a credit card or checking account. Each on-line eBill payment by credit card will include a 2.85% Convenience Fee. There is no additional fee to pay by check or savings account on-line. Payments made by credit card in person at the Treasurer’s Office will have no additional fee attached. Credit card payments cannot be accepted by phone, fax or mail. The College currently accepts Visa, MasterCard, Discover, American Express and Diner’s Club credit cards.

Authorized Users
If anyone other than the student (a parent, trust fund, bank, for example) is to make payments toward the balance due, or is in need of receiving eBills as they are issued, we strongly recommend that they be designated an authorized user and that their e-mail address be added to the eBill system. We cannot release eBills to anyone who is not specifically authorized by the student to receive this information.

Please see treasurer.cofc.edu/eBillInstructions.html for more information about adding authorized users.
Semester Payment Plans

GENERAL INFORMATION

The Treasurer’s Office offers several payment plans to defer the cost of tuition, meal plans and housing over the cost of the semester. The balance after financial aid can be divided into either two, three, four or five payments. Excluded from the plan are parking fees and fines, bookstore charges and other miscellaneous costs. For information about the payment plans, please see the Treasurer’s Website at treasurer.cofc.edu.

FINANCIAL AID

Any financial aid received or awarded through the College must be used toward the outstanding fees. Only the balance remaining after financial aid has been applied can be financed through the installment payment plan.

Cancellation for Non-Payment Policy

It is important that payments are received on or prior to the due date as indicated on the eBill. Anyone who has not paid the requisite amount by the due date will receive a notice on their College email account only indicating that the schedule is subject to cancellation unless payment is received. If there are third party payers, such as state tuition plans, military tuition benefits, social services, etc. involved in paying any portion of the bill, it is imperative that the Treasurer’s Office is notified of such well prior to the bill’s due date.
### Who Does What

**Note: Off campus, dial 843-953-number**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Office</th>
<th>Physical Location</th>
<th>Phone #</th>
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<td>Career counseling and testing</td>
<td>Career Center</td>
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<td>Computer questions and problems</td>
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<td>Degree Audit</td>
<td>MyCharleston, Degree Works</td>
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<td>Transcript - request official</td>
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<td>Center for Civic Engagement</td>
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<td>Withdrawal - from class during regular withdrawal period</td>
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New Student Programs Office
College of Charleston™
66 George St., Lightsey Annex Building, Charleston, SC 29424
843.953.2017 | parents@cofc.edu | www.orientation.cofc.edu