

2019-2020

College of Charleston™ Family Calendar and Handbook



COLLEGE *of*
CHARLESTON

NEW STUDENT PROGRAMS





Welcome

Dear Families,

Welcome to the College of Charleston community! We are so pleased that your student has chosen the College of Charleston. College is a time when important changes take place in young people. They are taking their first steps out of familiar territory and into their futures.

The family calendar will be a valuable resource to you during your student's first year at the College of Charleston. Each month, you can view important academic dates in addition to helpful information in the monthly sidebar topics. The A-Z guide at the back of the calendar describes the services many campus offices provide.

We're looking forward to welcoming you and your student to our campus community. In the meantime, let us know if there's anything we can do to help.

Thank you again for choosing the College of Charleston.

Sincerely,

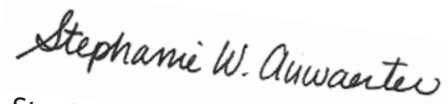


Melinda Miley
Assistant Vice President, Educational Programs & Services

Dear Families,

Welcome to the College of Charleston community. We are very excited that your student has selected the College to continue their journey of academic and personal growth. Your student's success is a shared goal for all of us and we encourage you to learn about the many campus opportunities and support services available. This Family Calendar is designed to keep you informed of significant dates, answer frequently asked questions, address common concerns, and serve as a resource. We are pleased to assist you and your student and look forward to sharing this journey with you.

Sincerely,



Stephanie Auwaerter
Director of Orientation



June 2019

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

What You and Your Student Need To Do Before Classes Start in August

Authorized User

Have your student set you up as an authorized user on their eBill account. As an authorized user, eBills will automatically be sent directly to you.

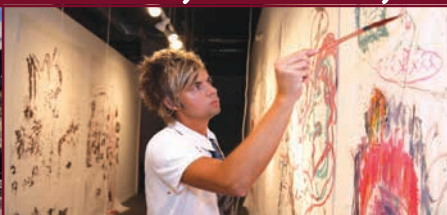
Authorized Users can discuss the payments, activity and charges on the student account. Authorized Users have their own, unique sign in to the eBill system.

For more information and directions on how your student can sign you up, go to <http://treasurer.cofc.edu/ebill/index.php>

Proxy 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 in Self-Service Banner 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. For more information and directions on how your student can sign you up, go to <http://registrar.cofc.edu/proxy-access-management/index.php>



						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
• Father's Day	• Orientation Session 1, Day 1	• Orientation Session 1, Day 2		• Orientation Session 2, Day 1	• Orientation Session 2, Day 2	
16	17	18	19	20	21	22
	• Orientation Session 3, Day 1	• Orientation Session 3, Day 2		• Orientation Session 4, Day 1	• Orientation Session 4, Day 2	
23	24	25	26	27	28	29
30	<p><i>Dates are subject to change. Please refer to registrar.cofc.edu/calendars for the most up-to-date academic calendars.</i></p>					



**COLLEGE of
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NEW STUDENT PROGRAMS

July 2019

Freshman year student/parent expectations

- **Move in day/saying goodbye:** As a parent you will be experiencing a vast array of emotions on this exciting day. However, it is essential that you convey both support and encouragement for your student. Move in is also a great time to meet roommates and their parents.
- **The first week:** Many students face new freedoms and responsibilities during this time. Offer a listening ear but don't take over their responsibilities for them. Allow your student to make choices but be there as a system of support.
- **The overwhelmed student:** Many first year students experience anxiety when college seems difficult, confusing or overwhelming. How can you help? Remember that sometimes stress speaks louder than reality. Listen to your student's concerns, ask questions to help them figure out a solution (but don't solve things for them) and encourage them to persevere. In developing autonomy, students need to work out these predicaments on their own.
- **Discovering their niche:** When school begins, many students will be searching for their place among new friends and new activities. Encourage your student to get involved in campus. Involvement is crucial to meeting new friends, building resumes and developing life skills that aren't learned in the classroom.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 • Independence Day- College Closed	5	6
	• Orientation Session 5, Day 1	• Orientation Session 5, Day 2		• Orientation Session 6, Day 1	• Orientation Session 6, Day 2	
7	8	9	10	11	12	13
	• Orientation Session 7, Day 1	• Orientation Session 7, Day 2	• Orientation Session 8, Day 1	• Orientation Session 8, Day 2	• Charleston Bridge Orientation	
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Dates are subject to change. Please refer to registrar.cofc.edu/calendars for the most up-to-date academic calendars.

Information based on Chapter V: *The Academic Year in Empowering Parents of First-Year College Students: A Guide to Success*



**COLLEGE of
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NEW STUDENT PROGRAMS

August 2019

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

What your Student Should Bring Back to School

- Cougar Card/ Student Identification
- Textbooks for class, if purchased
- Items for your Residence Hall Room.
Please visit reslife.cofc.edu for a complete listing of what to bring and what to leave at home.
- Reusable water bottle
- The student health form should be completed and returned to Health Services before classes begin. Download the health form at <http://studenthealth.cofc.edu/>

Notes

						
				1	2	3
4	5	6	7	8	9	10
11	<ul style="list-style-type: none"> • Orientation Session 9, Day 1 	<ul style="list-style-type: none"> • Orientation Session 9, Day 2 	<ul style="list-style-type: none"> • Sorority Recruitment Begins • Cougar Excursion Begins 	<ul style="list-style-type: none"> • Orientation Session 10, Day 1 	<ul style="list-style-type: none"> • Move in day begins • Orientation Session 10, Day 2 • Cougar Excursion Ends • Meal plans begin 	<ul style="list-style-type: none"> • Move in day ends
11	12	13	14	15	16	17
	<ul style="list-style-type: none"> • Sorority Recruitment Ends • New Student Convocation 	<ul style="list-style-type: none"> • Fall full semester and Express 1 Classes begin • Sorority Bid Day 				
18	19	20	21	22	23	24
		<ul style="list-style-type: none"> • Last day to Add/Drop for Full Semester Classes • Last day for students to apply for Audit or Pass/Fail grading option • Deadline to change/cancel meal plans in Cougar Card Services by 5 pm • Last day to return textbooks 				
25	26	27	28	29	30	31

Dates are subject to change. Please refer to registrar.cofc.edu/calendars for the most up-to-date academic calendars.

COLLEGE of
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NEW STUDENT PROGRAMS

September 2019

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Quality Enhancement Plan

Train Your Brain to Sustain

Sustainability is defined as the integration of economic, social and environmental systems in ways that allow for individual, institutional, community, regional and planetary resilience. A sustainability literate person has the knowledge and skills to advocate for resilient social, economic, and environmental systems.

The issues of climate change, peak oil, resource depletion, economic uncertainty and energy insecurity- and how they create social injustice- are vital concerns. Addressing these challenges demands creativity and new ways of thinking, and we are committed to fostering solutions to these 21st-century problems by increasing sustainability literacy.

At the College, our commitment to fostering sustainability literacy begins with establishing three avenues of advocacy- education, empowerment, and expression.

To learn about these initiatives and to find more information please visit:
www.sustain.cofc.edu

	<ul style="list-style-type: none"> Labor Day CSL Tutoring Services Begin 					
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	<ul style="list-style-type: none"> Last day for students to withdraw with a grade of "W" from Express 1 classes 	20	21
22	<ul style="list-style-type: none"> First Day of Autumn 	24	25	26	27	28
<ul style="list-style-type: none"> Rosh Hashanah Begins 	30					
29						

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COLLEGE of
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NEW STUDENT PROGRAMS

October 2019

Get involved...Register to Vote

Your students are individuals who have opinions and ideas. Some might be unique; others might run similar to or counter to the majority. Whatever the case may be, it's important that candidates and public officials pay attention to issues – and pay attention to constituents.

That happens in the voting booth every Election Day.

If your student is a South Carolina resident, they can vote in Charleston, or use an absentee ballot to vote. Voters are legally entitled to choose. Your student can pick up a South Carolina voter registration form at either the Office of the Dean of Students (Stern Student Center, 3rd floor) or the Center for Civic Engagement (Lightsey Center, 2nd floor).

If your student is not from South Carolina, has not registered to vote and wants to register, they can access a national online voter registration form from the Rock the Vote website at rockthevote.org. If your student is not from South Carolina and is registered in another state, be sure to remind them to request an absentee ballot well in advance of an election.

The College of Charleston is committed to helping all students register to vote so that they can make their voices heard. If you have questions, e-mail cofcvotes@cofc.edu.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<ul style="list-style-type: none"> Rosh Hashanah Ends 1	2	3	<ul style="list-style-type: none"> Last day of Express I classes 4	5
6	<ul style="list-style-type: none"> Express I Final Exams 7	<ul style="list-style-type: none"> Yom Kippur Begins Express I Final Exams 8	<ul style="list-style-type: none"> Yom Kippur Ends Express II Classes begin 9	10	<ul style="list-style-type: none"> Last day of Drop/Add for Express II classes 11	12
13	<ul style="list-style-type: none"> Fall Break, No Classes 14	<ul style="list-style-type: none"> Fall Break, No Classes 15	<ul style="list-style-type: none"> Full semester Midterm grades available to students on Mycharleston by noon 16	17	18	19
20	21	22	23	24	<ul style="list-style-type: none"> Last day for students to withdraw with a grade of "W" from full semester classes 25	26
27	28	29	30	<ul style="list-style-type: none"> Halloween 31		

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**COLLEGE of
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NEW STUDENT PROGRAMS

November 2019

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Conversation Starters

Keep the lines open

- Ask open ended questions about classes and assignments that encourage a response rather than just yes or no answer.
- Recognize your student's ability to meet certain family obligations may be limited due to new responsibilities.
- Share details regarding the cost of education and/or the financial aid process with your student. Talk about budgeting money and credit card debt.
- Allow your student to explore their own interests and refrain from making decisions regarding major or course selections.
- Encourage your student to participate in extracurricular activities.
- Encourage students to register their bike, laptop and other personal items with public safety.
- Ask your students how often they use the library. To see where your student spends so much time, check out cofc.edu/library/index.php for more information on the Addlestone Library.
- Ask your student what experiences are challenging and what experiences are going well.

						
• Daylight Savings Ends					1	2
3	4	5	6	7	8	9
	• Veterans Day			• Last day for students to withdraw with a grade of "W" from Express II classes		
10	11	12	13	14	15	16
17	18	19	20	21	22	23
			• Thanksgiving Holiday. No Classes. Residence Halls remain open.	• Thanksgiving Holiday. No Classes. College Closed. Residence Halls remain open.	• Thanksgiving Holiday. No Classes. College Closed. Residence Halls remain open.	• Thanksgiving Holiday. No Classes. College Closed. Residence Halls remain open.
24	25	26	27	28	29	30

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**COLLEGE of
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NEW STUDENT PROGRAMS

December 2019

Collegiate Recovery Program

What is the Collegiate Recovery Program?

A Collegiate Recovery Program (CRP) is an institutionally sanctioned and supported program for students in recovery from addiction seeking a degree in higher education. It is a structured, healthy community where recovering students can thrive academically and socially while actively pursuing their recovery. Collegiate Recovery Programs provide students an opportunity to bond together in an alcohol and drug free environment.

For recovery support information: call or text Wood Marchant at (843) 693-5975

Notes

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<ul style="list-style-type: none"> Thanksgiving Holiday. No Classes. College Closed. Residence Halls remain open. <p>1</p>	<ul style="list-style-type: none"> Last day of full semester and Express II classes <p>2</p>	<ul style="list-style-type: none"> Reading Day. No Classes. <p>3</p>	<ul style="list-style-type: none"> Full semester and Express II final exams begin <p>4</p>	<p>5</p>	<p>6</p>	<p>7</p>
<p>8</p>	<p>9</p>	<p>10</p>	<ul style="list-style-type: none"> Full semester and Express II final exams end Last day to return rental textbooks at bookstore <p>11</p>	<ul style="list-style-type: none"> Residence Halls close at noon. <p>12</p>	<ul style="list-style-type: none"> Final grades available on MyCharleston by noon <p>13</p>	<ul style="list-style-type: none"> Fall 2019 Commencement <p>14</p>
<p>15</p>	<p>16</p>	<p>17</p>	<p>18</p>	<p>19</p>	<p>20</p>	<p>21</p>
<ul style="list-style-type: none"> Hanukkah Begins <p>22</p>	<p>23</p>	<ul style="list-style-type: none"> College Closed. Winter Break <p>24</p>	<ul style="list-style-type: none"> College Closed. Christmas Day <p>25</p>	<ul style="list-style-type: none"> Kwanzaa Begins College Closed. Winter Break <p>26</p>	<ul style="list-style-type: none"> College Closed. Winter Break <p>27</p>	<ul style="list-style-type: none"> College Closed. Winter Break <p>28</p>
<ul style="list-style-type: none"> College Closed. Winter Break <p>29</p>	<ul style="list-style-type: none"> Hanukkah Ends College Closed. Winter Break <p>30</p>	<ul style="list-style-type: none"> New Year's Eve College Closed. Winter Break <p>31</p>				

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**COLLEGE of
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NEW STUDENT PROGRAMS

January 2020

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Spring Semester Begins

What Families Can Do

Congratulations to your student for completing the fall semester! When your student returns to campus for the spring semester there will be new opportunities and challenges waiting. Students are excited about reconnecting with friends and campus activities while sad about leaving behind family and old friends. The new semester also brings new classes and faculty. Encourage your student to make the most of the new semester by:

- Connecting with faculty and staff on campus.
- Participating in extracurricular activities offered through Student Life (studentlife.cofc.edu) or Campus Recreation (campusrec.cofc.edu).
- Discussing career plans with a counselor from the Career Center (careercenter.cofc.edu).
- Using the Center for Student Learning (csl.cofc.edu) for academic support from study skills training to supplemental instruction.
- Visiting Health Services (studenthealth.cofc.edu) if they feel sick or experience a loss of appetite or inability to sleep.
- Meeting with an academic advisor (advising.cofc.edu) to plan for future coursework.
- Making an appointment with a counselor from Counseling and Substance Abuse Services (counseling.cofc.edu) if they feel stressed, depressed, homesick or issues with drugs or alcohol.

		<ul style="list-style-type: none"> • Kwanzaa Ends • New Year's Day • College Closed. Winter Break 				
	<ul style="list-style-type: none"> • Orientation for New Students, Day 1 	<ul style="list-style-type: none"> • Orientation for New Students, Day 2 	<ul style="list-style-type: none"> • Spring full semester and Express I classes begin 		<ul style="list-style-type: none"> • Last day Drop/Add for Express I • Last day to return textbooks 	
5	6	7	8	9	10	11
			<ul style="list-style-type: none"> • Last day Drop/Add for full semester classes 			
12	13	14	15	16	17	18
19	<ul style="list-style-type: none"> • Martin Luther King holiday. No classes. College closed. 	21	22	23	24	25
26	27	28	29	30	31	

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**COLLEGE of
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NEW STUDENT PROGRAMS

February 2020

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Tips for Students

What Families Can Recommend

- Use the Center for Student Learning (tutors, labs, workshops).
- Use an advisor to help you plan the semester.
- Manage time. Set up a daily schedule and stick to it. Prepare a monthly schedule of all commitments and plan ahead.
- Assess study habits and use those skills that best fit your student's learning style.
- Use note cards for studying.
- Study with a group – this often helps memory and enhances the retention of the information for long term use.

Notes

						
• Groundhog Day						1
2	3	4	5	6	7	8
	• Last day for students to withdraw with a "W" for Express I classes				• Valentine's Day	
9	10	11	12	13	14	15
	• President's Day					
16	17	18	19	20	21	22
		• Express I classes end	• Express I Final Exams	• Express I Final Exams		
23	24	25	26	27	28	29

Dates are subject to change. Please refer to registrar.cofc.edu/calendars for the most up-to-date academic calendars.



**COLLEGE of
CHARLESTON**
NEW STUDENT PROGRAMS

March 2020

Safety

Resources on Campus

Security Enhancements:

Visit publicsafety.cofc.edu for more information

- Cougar Alert, the emergency mass notification system for the College of Charleston, is used to communicate prior to, during, and after emergencies
- R.A.D. classes offered various times during the fall and spring semester. The Rape Aggression Defense System (R.A.D) is a program of self-defense tactics and techniques
- Over 50 emergency call boxes and 300 CCTV cameras around campus - over 60 covering public areas (ex., walkways)
- Guide to Safer Living available on Public Safety website
- Joint patrols with the City of Charleston Police Department
- 24/7 Crime Action Line and 24/7 Campus Escort Service (Main Campus, Harbor Walk and North Campus)
- Silent Witness: On-line Anonymous Reports
- Public Safety Annual Safety Walk: Conducted with Student Government Association representatives and students. This walk identifies safety and security issues.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	• Express II classes begin		• Last day Drop/Add for Express II classes			
1	2	3	4	5	6	7
• Daylight Savings Begins					• Last day for students to withdraw with a grade of "W" from full semester classes	
8	9	10	11	12	13	14
• Spring Break. No Classes. Residence halls remain open	• Spring Break. No Classes. Residence halls remain open	• St. Patrick's Day • Spring Break. No Classes. Residence halls remain open	• Spring Break. No Classes. Residence halls remain open	• Spring Break. No Classes. Residence halls remain open	• Spring Break. No Classes. Residence halls remain open	• Spring Break. No Classes. Residence halls remain open
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	  			

Dates are subject to change. Please refer to registrar.cofc.edu/calendars for the most up-to-date academic calendars.



**COLLEGE of
CHARLESTON**
NEW STUDENT PROGRAMS

April 2020

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Stay Connected

What Families Can Do

- Be aware of the support services available at the College of Charleston.
- Encourage involvement in new opportunities for growth.
- Discuss academic and career goals with your student.
- Visit the College of Charleston website at cofc.edu.
- Inquire about your student's academic advisor, major, and involvement in student life activities.
- Ask questions about your student's academic experience.

Notes

						
			1	2	3	4
					• Last day for students to withdraw with a grade of "W" from Express II classes	
5	6	7	8	9	10	11
• Easter						
12	13	14	15	16	17	18
			• Last day of full term and Express II courses	• Reading Day	• Spring full semester and Express II exams begin	
19	20	21	22	23	24	25
			• Spring full semester and Express II exams end • Last day to return rental textbooks at bookstore	• Residence halls close at Noon		
26	27	28	29	30		

Dates are subject to change. Please refer to registrar.cofc.edu/calendars for the most up-to-date academic calendars.



**COLLEGE of
CHARLESTON**
NEW STUDENT PROGRAMS

May 2020

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday





Parking Information for Move-Out from Residence Halls

The College of Charleston wants to provide convenient parking and clear instructions for the families of students moving out of residence halls for the summer.

Be advised that any street parking other than metered spaces will be ticketed by The College of Charleston and/or the City of Charleston. Parking on streets in non-designated areas restricts traffic flow and creates safety concerns. Leaving someone to stand guard at a vehicle that is parked on the street will not prevent that vehicle from being ticketed.

Tip: Don't forget to bring hand trucks or dollies for move out. Each residence hall will have a limited number in the lobby, so it may be a good idea to bring your own to assist in the moving process.

During move-out, selected surface lots and parking garages (with required parking pass) will be available for parking on the dates and times posted by Parking Services. In addition, selected lots will not be ticketed during specific time frames for move out. For an up-to-date list of selected parking lots for spring move out, please visit reslife.cofc.edu. (Please note that this information will be posted at the beginning of April.). For lot locations, please consult the College of Charleston Parking Map. Printed copies of the map are available at Parking Services or Public Safety.

						
					1	2
3	4	5	6	7	8	9
• Mother's Day						
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
	• Memorial Day. No Classes. College closed.					
31	Dates are subject to change. Please refer to registrar.cofc.edu/calendars for the most up-to-date academic calendars.					



**COLLEGE of
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NEW STUDENT PROGRAMS

June 2020

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Summer Success Tips

Tips from the Career Center

- Congratulations to your student for completing an academic year in college! Now it's time to enjoy the summer, relax and get rejuvenated for the upcoming year.
- Consider volunteer opportunities with an organization that your student finds of interest.
- If your student wants to explore careers, check out the Career Planning and Exploration section at <http://careercenter.cofc.edu/students/careerplanning.php>. The "What Can I Do With a Major In..." link is a great resource.
- Suggest some information interviewing with some professionals in a field your student might be considering or are interested in
- Encourage experience that will help your student gain skills, network and learn about a field

Before students begin their search for a great summer job, they may ask themselves:

- Where do I want to work?
- What kind of a job do I want to have?
- Do I want my job to be related to my major?
- Is money an issue?
- What environment do I want to work in?

Students going home for the summer?

They can find a job by:

- Networking
- Searching their local paper's job postings online
- Registering with temporary employment agencies on the web
- Contacting their local Chamber of Commerce for employer lists
- Searching CougarJobLink for jobs in their area

						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
• Father's Day						
21	22	23	24	25	26	27
28	29	30				

Dates are subject to change. Please refer to registrar.cofc.edu/calendars for the most up-to-date academic calendars.



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The College of Charleston A-Z Parents' Guide

Academic Advising and Planning Center

Lightsey Center, Suite 247
phone: 843.953.5981 – fax: 843.953.4891
e-mail: 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, they will have mandatory advising sessions 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. 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. All students must complete an online math placement assessment prior to enrolling in a math course.
- 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
phone: 843.953.8000 | text: 843.353.1259 | chat: answers.library.cofc.edu
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 our service desk for walk-up assistance or by appointment for in-depth research consultations. Student Computing Support is available for computer consultations.

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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 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 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).

NOTE: The building is closed for renovation until August 2019.

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:

- Sickness/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.

Please note: The AMO cannot excuse students from classes. The only individual who can authorize an excuse is the instructor of the respective course.

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Barnes & Noble at The College of Charleston

160 Calhoun Street
Lightsey Center
phone: 843.953.5518 – fax: 843.953.5602
website: cofc.bncollege.com

Bookstore Hours

Monday through Friday 7:45 a.m. – 5:30 p.m., Saturday 9:00 a.m. – 5:30 p.m., Sunday 12:00 p.m. – 5:30 p.m.

Back-to-School, holiday, and summer hours will be posted in the store and on our website cofc.bncollege.com

We also operate the COUGAR SPIRIT SHOP located in the TD Arena on Meeting Street. The Cougar Spirit Shop is open during Basketball season prior to and during each home Basketball game.

The mission of the bookstore is to provide superior customer service and quality products while supporting the academic mission of College of Charleston. Barnes & Noble at The College of Charleston wholeheartedly financially supports the academic mission of The College. Our sales directly generate revenue for 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 College of Charleston.

Textbooks

We put the right textbook in the student's hand at the right time. We make every effort possible to reduce cost of textbooks by offering textbook rental, used book and eBook options.

Textbook Reservation

You can save time and money by ordering your textbooks via our website 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 books back 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 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 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 emblematic clothing and gift items. General merchandise is also available through our website at cofc.bncollege.com, the Cougar Spirit Shop located at the TD Arena, and at College Corner, located at the corner of King and George Streets.

Supplies

Barnes & Noble carries course-related supplies. We have binders, notebooks, pens and 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, 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/or supplies to their account before refund checks are processed for the semester.

Textbook Refund Policy

A full refund will be given in your 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 your original form of payment during the first 30 days of classes.

Campus Housing

40 Coming Street
phone: 843.953.5523 · fax: 843.953.6590
e-mail: housing@cofc.edu
website: housing.cofc.edu

Housing applications, room assignments, room changes, access control (room keys and electronic key fobs) and student housing accounts are services handled through the Campus Housing office. For the most up to date information and important dates, please visit our website at housing.cofc.edu.

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

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residents meet new people and become active members in the residence hall community. Important information on Residence Life staff, programming, general expectations for community living, policies, and services can be found on our website at reslife.cofc.edu.

Physical Plant

133 Calhoun Street

phone: 843.953.5550 · fax: 843.953.5719

e-mail: physicalplanthelp@cofc.edu

website: physicalplant.cofc.edu

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 Physical Plant 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 Physical Plant 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 Physical Plant are required to conduct inspections of the rooms/ halls throughout each semester.

Internet & Television Services

Apogee provides Cougar ResNet, a 24-7 high-speed Ethernet internet service connection (wireless) to each student room in every college residence hall. To get connected, students must register their account by creating a unique username and password at www.myresnet.com and connect the desired devices to the network. Stream2 (IPTV) is the television service provided by Apogee that allows students to stream television content, social media channels like Facebook, YouTube and Twitter and approved College of Charleston approved videos, flyers and emergency alerts. The required equipment to connect to Stream2 services includes Apple TV or Amazon Fire TV. Stream2 is also available on Android 4 or later phones and iOS 8 or later devices. To access the service, students will need to download the specially designed app for College of Charleston and they will have instant access to a channel guide where they can easily tune into HD quality channels.

For assistance with registration, connecting devices or connection issues, students may contact Apogee 24 hours a day at by telephone at 855-290-7138, email at support@myresnet.com, text 'RESNET' to 84700 or chat live at www.myresnet.com.

Campus Recreation Services

24 George Street

206-207 Silcox Gymnasium

phone:

CRS Office 843.953.5559

Johnson Gym Front Desk 843.953.9000

GSFC Front Desk 843.953.3899

website: campusrec.cofc.edu

[instagram.com/CofCCampusRec](https://www.instagram.com/CofCCampusRec)

[facebook.com/CofCCampusRec](https://www.facebook.com/CofCCampusRec)

twitter.com/CofCCampusRec

[youtube.com/CofCCampusRec](https://www.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.

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Career Center

Lightsey Center - Second Floor – Room 216
phone: 843.953.5692 – fax: 843.953.6341
e-mail: 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

Center for Academic Performance and Persistence
Lightsey Center – Suite B12
phone: 843.953.5674 – fax: 843.953.5544
e-mail: capp@cofc.edu
website: capp.cofc.edu

The staff in 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 as well as referrals to the appropriate academic support offices. 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
e-mail: 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
phone: 843.953.1431 – fax: 843.953.7731
website: disabilityservices.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 a documented disability 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

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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 a number of 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 – fax: 843.953.5798
website: csl.cofc.edu

Overview of Academic Services

The Center for Student Learning (CSL) provides students with individual or group assistance from trained and experienced staff, faculty, and peers. Students may receive tutoring on a walk-in basis (Accounting, Business Statistics, Economics, Math, Computer Science, Spanish, Writing, Natural Sciences, and Social Science Research & Statistics) or by appointment (selected courses, speaking, and some foreign languages). Supplemental Instruction meeting times and study strategies workshops are scheduled each semester. Students may schedule individual study strategies appointments for a variety of presenting concerns, 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. 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

- Business
- Spanish
- Math
- Science
- Writing
- Computer Science

By Appointment Tutoring

Faculty-recommended subject area tutors are available by appointment for select introductory courses in subject areas that are not covered by walk-in labs or Supplemental Instruction, and for many foreign languages other than Spanish. By appointment tutoring is also available for public speaking or oral presentation preparation and practice.

Supplemental Instruction

Supplemental Instruction (SI) is a collaborative learning program offered in a variety of historically challenging introductory courses. Trained, faculty-recommended student leaders help students in these courses to acquire and refine the tools essential for learning the course content by holding three review sessions weekly.

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Class Rank

Your students 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 Collegiate Recovery Program (CRP) 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

Computers on Campus

Information Technology – Student Computing Support
205 Calhoun Street, Addlestone Library Computer Lab

phone: 843.953.8000

e-mail: StudentComputingSupport@cofc.edu

blog: blogs.cofc.edu/scs/

Computing Centers

All students can use the general-purpose student computing center located in the Addlestone Library. Some academic departments may have their own computer labs for students enrolled in their programs.

Recommendations for New Computer Purchases

The College of Charleston doesn't endorse any particular brand of computer, but many manufacturers offer student discounts. We recommend laptop computers because they are more flexible and can be used anywhere. Information about purchasing a computer is available online (<http://blogs.cofc.edu/scs/shopping-tips/>) or you can e-mail inquiries (StudentComputingSupport@cofc.edu).

eduroam Wireless Network

eduroam provides students with wireless network access within the boundaries of the downtown campus. When you are on campus, select eduroam from the list of available networks and use your full @g.cofc.edu email address for the username and your MyCharleston password for the password.

Wireless Support

If you have problems configuring your device for wireless for the campus network, you can receive assistance at the Information desk in the Addlestone Library computer lab. More advanced troubleshooting is available between 8:00 a.m. and 5:00 p.m., Monday through Friday.

Residence Hall Wireless Network

Connect to the MyResnet network and follow the on screen prompts to be connected.

Residence Hall Support

Toll-free phone support for ResNet is available 24 hours a day, throughout the year. Call 855.290.7138. Support is limited to:

- Answering basic installation and configuration questions.
- 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.

Software Requirements

Microsoft Office for PC or Mac (MS Word, Excel and PowerPoint) is the standard software

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you'll need for most of your coursework. Microsoft Office is available free of charge to College of Charleston students. Please check blogs.cofc.edu/scs for information on how to install Office.

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 (843.953.4980) or go to cofc.edu/publicsafety. Never leave your computer or bag unattended in a public place such as the library.

CougarAlert: 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 and their family members. 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 check the numbers and contact information at the start of each semester.

ALL STUDENTS SHOULD LOG ON TO MyCharleston AND FOLLOW THE INSTRUCTIONS TO UPDATE THEIR CONTACT INFORMATION.

To update your information, use the following instructions:

1. Log on to MyCharleston
2. Click on the Academic Services tab
3. Click on the Banner Self-Service link in the third column
4. Click on the Personal Information link
5. Click on the Update Addresses and faxes and Cougar Alert link

The CougarAlert system will pull the phone number in the following order – cell phone with text messaging option, cell phone without text messaging option, mailing phone number, home phone number, parent's phonenumber and parent 2 phone number.

If you do not have one of these numbers in your student record, the system will select the next number on the list. The system does not pull the following numbers – accounts payable, billing, diploma, fax, non-College of Charleston Work Phone, pager, purchase

order and teletype machine.

To update or change a phone number, you will need to access the personal information link, then click on the update phones link. Testing will be conducted each semester to verify all systems are operating properly. The campus community will be notified via e-mail and web page postings when testing of the system will be conducted.

CougarAlert Display Information

When you receive an emergency message from CougarAlert, you will see cougaralert@cofc.edu or safety.cofc.edu as the return e-mail address; caller ID will be displayed as 843.725.7246 (the College's emergency information hotline).

Testing

We will test the CougarAlert system once each semester.

Cougar Card Services

162A Calhoun St.

Berry Residence Hall

Corner of Calhoun and St. Philip Streets – entrance on Calhoun Street

phone: 843.953.1100

e-mail: cougarcard@cofc.edu

website: cougarcard.cofc.edu

The COUGAR CARD is the official College of Charleston identification card. The student's first card is free. Replacement cards will be provided for a fee of \$20 (All fees are subject to change at any time). The card is the key to campus events, facilities, and services. It is needed to access meal plans and dining dollars, check materials out of the library, use recreational facilities, attend athletic events, enter residence halls, and purchase tickets for campus events at a discounted rate. The Cougar Card also entitles students to ride CARTA (Charleston Area Regional Transportation Authority) buses free of charge.

Cougar Cash is a pre-paid, declining balance account that is accessed with the Cougar Card. It enables the cardholder to use the Cougar Card as a personal, on campus debit card to make purchases in the College of Charleston bookstore, at all food service locations, and Market 159. It is also accepted in parking services, the copy center, mail services, health services, Addlestone Library, and in selected soft drink and snack machines across campus.

To start a Cougar Cash account, simply make a deposit of \$5 or more in person at Cougar Card Services. The funds will be available immediately. Web deposits may be made via the eBill with a major credit card or e-check. The minimum web deposit is \$5 and will be available for use in approximately two hours. For detailed instructions visit cougarcard.cofc.edu. Cougar Cash balances transfer from one semester to the next and from one year to the next. The College of Charleston is prohibited by law from performing banking services and therefore cannot refund Cougar Cash to students who are still

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enrolled in school. Funds cannot be withdrawn using an ATM. Balances greater than \$10 will be refunded, upon request, to students who graduate, take a leave of absence, or withdraw from the College. Lost or stolen cards may be replaced 24 hours a day, 7 days a week. During business hours, students may call or visit Cougar Card Services. At all other times, Public Safety at 81-B St. Philip St. will issue replacement cards.

Meal plans are selected on-line via MyCharleston. If you wish to purchase or change a meal plan **after the plan has started** you may do so in-person at Cougar Card Services during the academic drop/add period for semester classes.

Cougar Shuttle

Student Affairs

Lightsey Center, Suite 101

Phone: 843.953.3390 (information only)

Website: <http://studentaffairs.cofc.edu/cougar-shuttle>

The College of Charleston Cougar Shuttle provides transportation to currently enrolled students seven nights a week, from 11:00 p.m. – 3:00 a.m., during the fall and spring semesters. This service is free to currently enrolled students who present a valid Cougar Card. 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

phone: 843.953.5640 – fax: 843.953.8283

e-mail: 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

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(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/honor-system/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)
phone: 843.953.5539 – fax: 843.953.4925
e-mail: diningservicescustomerservice@cofc.edu
website: cofc.edu/diningservices
facebook.com/cofcdining
twitter.com/cofcdining
[Instagram.com/cofcdining](https://instagram.com/cofcdining)

All freshmen who live in a residence hall during their first academic year, regardless of credit hours, must purchase a qualifying College of Charleston meal plan. They will be prompted to choose a plan when signing up for their on-campus housing. Upperclassmen may sign up

through MyCharleston or visit Cougar Card Services in Berry Hall. Students have until the fifth day of classes to change their meal plan selection for the semester.

Dining Plans

Dining Services offers 4 types of Meal Plans to fit any student's lifestyle. The meal plan is accessed via a student's Cougar Card. A College of Charleston Meal Plan is the perfect answer to ensure a fresh and healthy meal at a convenient and affordable price!

The Four Types of Meal Plans:

All-Access Plans

- All-Access Meal Plans are recommended for all resident students and are the most economical and flexible way to eat on campus! They come with unlimited swipes that can be used at our three dining halls, Liberty Fresh Food Co., City Bistro, and Marty's Place. Swipes can be used any time of day or night the facilities are open. No need to count how many meals have been used or how many are remaining. It's more than breakfast, lunch, and dinner. The All Access plans also include Maroon Meals, which are predetermined combos accepted at 4 retail locations on campus. Students on All Access plans receive 7 Maroon Meals per week, which reset every Saturday.
- All Access Diamond + \$300 Dining Dollars
- All Access + \$100 Dining Dollars

Meals Per Week Plans

- With Meals per Week plans, the meals are divided into per-week sets. Each Saturday the students' plan refreshes with a brand new set of meals for the following week.
- 12 Meals Per Week + \$275 Dining Dollars

Block Plans

- These plans offer more flexibility. The student controls the budgeting of meals throughout the semester. With a block plan, students may swipe as many times as they would like throughout the day. These plans are for commuters or upperclassmen only.
- Block 160 + \$200 Dining Dollars
- Block 120 + \$200 Dining Dollars
- Block 80 + \$125 Dining Dollars
- Block 40 + \$150 Dining Dollars

Dining Dollars

- Dining Dollars 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.
- \$300 Dining Dollar Plan

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Email for Students

Student E-mail Account
Information Technology
phone: 843-953-3375
e-mail: helpdesk@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.)
- Call only when necessary. Phone communications are normally overloaded during emergencies.
- To be safe, follow all instructions immediately.

Residence Hall Students

If there is a mandated evacuation to a location outside the area, the College is prepared to transport international and out-of-state students, who often don't have somewhere to go, to alternative housing. Commuter students who notify residence life and campus housing that they need assistance may also be included.

Students should look for communication posters that will be put up by residence hall staff. These posters will relay information regarding staff contact, specific instructions, and meeting places for transport.

Students should know the name and phone number of their RA and residence hall director.

All residence hall students must make contact with either the RA or residence hall director to:

- Sign up for transportation to another location for alternative housing.
- Indicate where they will be if they are not to be transported by the College to another location.
- Provide a phone number where the student can be reached if not transported to an alternative housing location.

Students should notify family member(s) of intended location (staying with friends or another relative) and appropriate phone numbers, if not using College transportation to alternative housing. They should bring a pillow, blanket, changes of clothes, towel, prescription medication(s), a small amount of emergency cash, and basic toiletry items.

Note: Each student must register at the door of the bus before boarding. Students who sign up for bus transport must return on the bus. When alternative transportation to an off-site location is not deemed necessary or, due to the nature of the emergency is unavailable, students living within the community who require assistance for emergency housing should inform the Department of Residence Life or the Office of Campus Housing.

Students living in Charleston-style houses will be moved to appropriately designated facilities and should bring a pillow, blanket, changes of clothes, towel, prescription medication(s), basic toiletry items, and a jug of water.

NOTE: Periodic meetings with students will be conducted in facilities to keep them informed.

Emergency Phone Directory

Campus Police	843.953.5611
Crime Action Line	843.953.4998 (voice recorded line)
Charleston Police Department	843.577.7434
Fire and EMS	843.953.5611
CofC EMS	843.953.5611

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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 each semester.

Grade Point Average (GPA)

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
 e-mail: healthservices@cofc.edu
 website: studenthealth.cofc.edu

Clinic hours are Monday through Friday: 8:30 a.m. to 5:00 p.m. Closed for lunch between 12:30 and 1:30 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.

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.

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Services Included as Part of Health Service Fee:

- Confidential Care
- Allergy Shots
- Asthma Care
- ADD/ADHD (limited)
- 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 policy.

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. Medical care can be very expensive. 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.

Legal Residency

Treasurer's Office
170 Calhoun Street
phone: 843.953.7312 – fax: 843.953.3906
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.

Multicultural Student Programs and Services

207 Calhoun Street (Next door to the Addlestone Library)
phone: 843.953.5660 - fax: 843.953.5676
e-mail: msps@cofc.edu
website: msps.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 supports: PRISM

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- 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, and Nia Rite of Passage Celebration

MyCharleston

MyCharleston (my.cofc.edu) is a portal by which students manage their academic records and monitor their progress at the College of Charleston. Students use MyCharleston to view course offerings, enroll, add, drop, or withdraw from individual courses, obtain grades and course schedules, declare a major, perform a degree audit and review transfer credits. Students may also pay their tuition, as well as, view and update personal information.

All records on MyCharleston are confidential and are accessible only by the appropriate student by means of their username and password set by the student. For security purposes this password will need to be reset every 90 days.

New Student Programs

Lightsey Center Annex
 phone: 843.953.2017 – fax: 843.953.5800
 e-mail: orientat@cofc.edu
 e-mail: parents@cofc.edu
 website: nsp.cofc.edu
twitter.com/cofcorientation
[Instagram.com/cofcorientation](https://www.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
- New Student Guide App
- Family Orientation

New Student Guide App

The New Student Guide App is the mobile guide powered by Guidebook to enhance your experience at 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 Affairs
 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.

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.

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Office of Institutional Diversity [OID]

175 Calhoun Street
Robert Scott Small Building, 2nd floor
Monday through Friday from 8:30 AM to 5:00 PM
phone: 843.953.5079--fax: 843.953.7713
e-mail: OID@cofc.edu
website: diversity.cofc.edu

Mission

The Office of Institutional Diversity (OID) is committed to supporting the College of Charleston in creating and sustaining a vibrant learning, working and living campus community. OID works independently and collaboratively to create programs, workshops, and initiatives designed to improve or enhance the cultural competency and fluency of the College's students, faculty and staff.

Vision

Our vision is to transform our campus community into an inclusive living, learning and working environment where students, faculty and staff 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 Mail Services

89A St. Philip Street, first floor, St. Philip Street Parking Garage
phone: 843.953.5534 – fax: 843.953.4946
e-mail: mailservices@cofc.edu
website: mailservices.cofc.edu

Mail Services is the distribution center for all intra-campus and USPS mail. Students may buy postage stamps through Mail Services.

Mail Services accepts overnight parcels and letters from the following courier services:

- Express Mail (U.S. Post Office)
- United Parcel Service (UPS)
- Federal Express (FedEx)
- DHL
- Airborne

All mail/parcels sent to students through the U.S. Post Office or private courier (Such as UPS, DHL, and FedEx) must be addressed as follows:

Student's name
_____ C of C Complex
Charleston, S.C. 29424

All mail needs to be address to the Student "Full Legal Name" that is registered with the college! Please do not add to the mailing address format. Mail that is not properly addressed will be return to sender. Anything that is not addressed this way might be delayed.

Once students receive notification from their mail courier (FedEx, UPS, USPS, etc) that their package has been delivered, there will be a lag period for processing in the office. Students will receive notification via their CofC email account when packages are available for pick up. Students will need to bring their college ID to Mail Services to pick up their package.

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

The service window for mail or parcel pickup is open from 9:00 a.m. - 5:00 p.m., Monday through Friday. Students also have the ability to retrieve their parcels from our parcel lockers located at Mail Services 24/7.

An important tip from Mail Services: DO NOT SEND CASH THROUGH THE MAIL!!!

Office of Student Life

Stern Student Center
phone: 843.953.2291 – fax: 843.953.1423
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

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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.

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

284 King Street, Room 206
e-mail: sustainability@cofc.edu
website: sustainability.cofc.edu

Created in the fall of 2011, the Office of Sustainability has a mission to meet the environmental, social and economic challenges of our time in ways that preserve and enhance our unique campus and the people connected to it. A student driven office that seeks to integrate a "transdisciplinary" approach to our growing internship program, we provide students real world experience through research and project implementation as well as skill development and employment competencies. The Office of Sustainability prepares students to compete in a hyper connected world by utilizing holistic and

integrated thinking to creatively develop solutions for issues both on campus and in the Greater Charleston community. We operate as a central location for your students to learn, research, and gain critical real-world experience. Students can work on specific projects, earn internship credits toward their degree, get a paid internship, and conduct research for academic papers and publish their work in scholarly journals.

Current initiatives include sustainable urban agriculture, a campus bike-share program, Residence Life and Greek Life Fraternity and Sorority Life outreach, campus waste diversion campus zero waste initiatives, marketing and event planning, sustainable purchasing initiatives, a community book-share program, and sustainable food research. These student driven projects have distinguished the College of Charleston as one of the institutions in Princeton Review's Guide to Green Colleges as well as listed as one of the Sierra Club's Cool Schools.

Students can get more involved by:

- Attending monthly events and the annual Sustainability Week
- Applying to intern with the Office of Sustainability for academic credit, in a paid project leader position, or in a volunteer capacity.
- Becoming a Garden Apprentice, a member of the ECOllective Student Project Committee member, join the Zero Waste Corps or Sustainable Chair for your Greek organization
- Signing up on our mailing list to receive the most current information.
- Collaborate with Alliance for Planet Earth, CofC Farm and Garden Club and many other campus student organizations
- Applying for sustainable project funding through our ECOllective Student Project Fund.
- Join the Partnership Program working both with the Sustainability Office and a community organization.

Learn more at sustainability.cofc.edu and follow us on Facebook (CofC-Office-of-Sustainability) Instagram, and Twitter (@SustainCofC)

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

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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 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 843.953.3418 or soenenl@cofc.edu.

Parents' Fund

College of Charleston Foundation
66 George St
Charleston, SC 29424
phone: 843.953.3418
e-mail: 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 843.953.3418 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

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Parking Services

162B Calhoun St.
Joe E. Berry Jr. Residence Hall
Corner of Calhoun and St. Philip Streets – entrance on Calhoun Street
phone: 843.953.7834 – fax: 843.953.1003
e-mail: parkingservices@cofc.edu
website: parkingservices.cofc.edu

Students living on campus who have fewer than 60 cumulative credit hours earned and on file with the Office of the Registrar at the time that assignments are made, are not eligible to apply for College parking. A listing of alternative parking spaces leased to students in the downtown area is available on the parking services website at parkingservices.cofc.edu/parking/alternative-parking.php.

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. Please note that the online parking application is available only during the open application period. Application deadlines will be communicated via email to students' College of Charleston email accounts and they will also be posted at parkingservices.cofc.edu/parking/students.php.

Transfer students, non-resident freshmen, and students who miss the application deadline may visit or call Parking Services to inquire about available parking spaces. Current student surface parking fees are \$550 per semester. Current garage parking fees range from \$500 to \$750 per semester, price based on location. Some of the garage permits also require a separate \$20 deposit for the garage access card, which is refundable upon return at the end of the semester for which the permit was purchased. Fees listed with Parking Services are correct at time of printing and are subject to change.

Please note that eligibility to apply for a parking permit is not a guarantee of a permit assignment. As parking availability continues to be lost to city and campus development, our number of student parking spaces declines each year. Students are encouraged to leave their cars at home and take advantage of some of the transportation services that we offer instead. 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 with key locations in the downtown area. CARTA now offers the NASH route, with convenient service from the Charleston Visitors' Center to the Charleston International Airport (see www.ridecarta.com). 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, please visit <http://www.enterprise-carshare.com/car-sharing/program/cofc>.

Public Safety

89 St. Philip St., first floor parking garage
phone: emergency: 843.953.5611 · non-emergency: 843.953.5609
fax: 843.953.5132
website: publicsafety.cofc.edu
Twitter: @CofC_DPS
Instagram: [cofc_dps](https://www.instagram.com/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 parkingservices.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-patrol 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.

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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: 843.953.5611 · 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, 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 – fax: 843.953.6560

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.

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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 or minor, 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 calendars contain 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 Calendars 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>.

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Residence Life

67 George Street
Phone: 843.953.1476
email: 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
phone: 843.953.5522 – fax: 843.953.5403
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 "<http://policy.cofc.edu/policy.php>" College's Policy Website, with additional information available in the "<http://policy.cofc.edu/documents/13.1.pdf>" 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 studentaffairs.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.

- 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 acknowledgement and quotation marks, of the writings of another author; borrowing without acknowledging the source; paraphrasing the thoughts of another without acknowledgement; 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.

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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

E-mail: 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 and Summer II are four weeks each. 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 11 via MyCharleston and March 18 for summer visiting students. Sections of online courses are now offered during Maymester and all summer terms.

Attending Summer School at another College (For currently-enrolled College of Charleston students)

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.

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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
Web: 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.

Credit by Exam

The College awards credit for Advanced Placement (AP), International Baccalaureate (IB), selected Cambridge International Exams (A Level and AS Level), and many College Level Examination Program (CLEP) 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 Transcripts" 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

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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 transferrable 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
e-mail: 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

Topic	Office	Physical Location	Phone #
Address changes	MyCharleston		
Advising – undeclared students	Advising Center	Lightsey Center, Suite 247	-5981
Calendars – academic	Registrar	Lightsey Center, Suite 281	-5668
Career counseling and testing	Career Center	Lightsey Center, Suite 216	-5692
Computer questions and problems	Helpdesk	Addlestone Library, Student Computing Support	-3375
Conduct, Student Code of	Student Affairs	Stern Student Center, 3rd floor	-5522
Cougar Card	Cougar Card Services	Joe E. Berry Residence Hall, Calhoun Street Side	-1100
Counseling & Substance Abuse Services	Counseling & Substance Abuse Services	Robert Scott Small Building, 3rd floor	-5640
Course listings	MyCharleston		
Declaring a major	MyCharleston, Program of Study Management (POSM)		
Degree Audit	MyCharleston, Degree Works		
Drop/add	Registrar or MyCharleston	Lightsey Center, Suite 281	-5668
eBill	Treasurer	170 Calhoun Street	-5572
E-mail account	Helpdesk		
	Addlestone Library, IT Helpdesk	3375	
Enrollment, proof of	Registrar or MyCharleston	Lightsey Center, Suite 281	-5668
FERPA (policy, release forms, directory information)	Registrar	Lightsey Center, Suite 281	-5668
First-Year Seminars Learning Communities	First Year Experience	Lightsey Center, Suite B66	-2017
Foreign language tutoring	Center for Student Learning	Addlestone Library, 1st Floor	-5635
Fraternity and Sorority Life	Fraternity and Sorority Life	97 Wentworth Annex	-6320
Grades – student access	MyCharleston		
Graduation application	MyCharleston		
Graduation – degree audit	MyCharleston, Degree Works		
Grievances	Student Handbook	studentaffairs.cofc.edu/honor-system/studenthandbook/index.php	
Health Issues	Health Services	181 Calhoun Street	-5520
Honor Board/Code	Student Affairs	Stern Student Center, 3rd floor	-5522
Housing/room assignments	Campus Housing	40 Coming Street	-5523
Impact Scholars	Center for Academic Performance and Persistence	Lightsey Center, Suite B12	-5674
Independent studies – authorization	Academic Departments		
Information and Research Assistance	Research and Information	Addlestone Library, 1st Floor	-8000
Internships	Career Center Or Academic Departments	Lightsey Center, Suite 216	-5692
Jobs (on and off campus)	Career Center	Lightsey Center, Suite 216	-5692
Learning disabilities, ADD, ADHD	Center for Disability Services/ Students Needing Access Parity (SNAP)	Lightsey Center, Suite 104	-1431
Learning Strategies	Center for Academic Performance and Persistence	Lightsey Center, Suite B12	-5674
Leave of absence	Center for Academic Performance and Persistence	Lightsey Center, Suite B12	-5674
Loans and grants	Financial Asst. & Vet. Affairs	Lightsey Center, Opposite end from the bookstore	-5540
Lost and found	Public Safety	81 B St. Phillip Street, 1st floor parking garage	-4980
Maintenance – residence halls and houses	Physical Plant	40 Coming Street or online through MyCharleston	-5550
Math tutoring lab	Center for Student Learning	Addlestone Library, 1st Floor	-5635
Meal plans	Cougar Card Services	Joe E. Berry Residence Hall, Calhoun Street Side	-1100

Topic	Office	Physical Location	Phone #
Minority student programs	Multicultural Student Center	207 Calhoun Street	-5660
New students and families	New Student Programs	Lightsey Center Annex	-2017
Parking	Parking Services	Joe E. Berry Residence Hall, Calhoun Street side	-7834
Payment plan – tuition	Treasurer	170 Calhoun Street	-5572
Pell Grants	Financial Asst. & Vet. Affairs	Lightsey Center	-5540
Peer Facilitators (FYE)	Center for Excellence in Peer Education	Lightsey Center, Suite B66	-3850
Personal Computer Registration	Public Safety	81 B St. Phillip Street, 1st floor parking garage	-4980
PLUS loans – parent	Financial Asst. & Vet. Affairs	Lightsey Center, Opposite end from the bookstore	-5540
Probation - academic	Center for Academic Performance and Persistence	Lightsey Center, Suite B12	-5674
Refunds – housing fees deposit	Campus Housing	40 Coming Street	-5523
Refunds – meal plan	Cougar Card Services	Joe E. Berry Residence Hall, Calhoun Street Side	-1100
Refunds – parking	Parking Services	Joe E. Berry Residence Hall, Calhoun Street side	-7834
Refunds – tuition	Treasurer	170 Calhoun Street	-5572
Refunds – vending machine	Cougar Card Services	Joe E. Berry Residence Hall, Calhoun Street Side	-1100
Refunds – withdrawing from CoFC	Treasurer	170 Calhoun Street	-5572
Registration information	Registrar	Lightsey Center, Suite 281	-5668
Residence hall fine payment	Campus Housing	40 Coming Street	-5523
Residency status (legal)	Treasurer	170 Calhoun Street	-5572
Room signup, residence halls	Campus Housing	40 Coming Street	-5523
Schedule of courses/course listings	MyCharleston		
Scholarship check deposits	Treasurer	170 Calhoun Street	-5572
Scholarships	Financial Asst. & Vet. Affairs	Lightsey Center	-5540
Special enrollment	Academic Department		
Student bill	Treasurer	170 Calhoun Street	-5572
Student employment	Career Center	Lightsey Center, Suite 216	-5692
Student Handbook	Student Affairs	Stern Student Center, 3rd floor	-5522
Student organizations	Student Life	Stern Student Center, 4th floor	-2291
Study abroad	Center for International Education	207 Calhoun Street	-7661
Study skills	Center for Student Learning	Addlestone Library, 1st Floor	-5635
Substance Abuse Prevention	Counseling & Substance Abuse Services	Robert Scott Small Building, 3rd floor	-5640
Summer jobs	Career Center	Lightsey center, Suite 216	-5692
Summer school registration	Registrar	Lightsey Center, Suite 281	-5668
Supplemental Instruction (SI)	Center for Student Learning	Addlestone Library, 1st Floor	-5635
Transcript – request official	Registrar, MyCharleston Transcript Channel	Lightsey Center, Suite 281	-5668
Transcript- view unofficial	MyCharleston Self-service Banner		
Tuition - information & payments	Treasurer	170 Calhoun Street	-5572
Tutoring	Center for Student Learning	Addlestone Library, 1st Floor	-5635
V.A. educational benefits	Financial Asst. & Vet. Affairs	Lightsey Center, Opposite end from the bookstore	-5540
Victim assistance	Office of Victim Services	Lightsey Center, Suite 101	-2273
Volunteer work	Center for Civic Engagement	Lightsey Center, Suite 203	-5838
Withdraw – from class during regular withdrawal period	Registrar or MyCharleston	Lightsey Center, Suite 281	-5668
Withdraw – from class after the withdrawal deadline	Center for Academic Performance and Persistence	Lightsey Center, Suite B12	-5674
Withdraw – from the College	Center for Academic Performance and Persistence	Lightsey Center, Suite B12	-5674
Writing lab	Center for Student Learning	Addlestone Library, 1st Floor	-5635

Who Does What?



COLLEGE *of*
CHARLESTON

NEW STUDENT PROGRAMS

New Student Programs Office

College of Charleston™

66 George St.

Lightsey Annex Building

Charleston, SC 29424

843.953.2017 (phone)

843.953.5800 (fax)

parents@cofc.edu (email)

www.nsp.cofc.edu (website)

www.cofc.edu/families (website)

www.orientation.cofc.edu (website)