



# June 2025

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

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

Dates are subject to change. Please refer to <https://charleston.edu/registrar/calendar> for the most up-to-date academic calendars.



COLLEGE OF  
**CHARLESTON**  
NEW STUDENT PROGRAMS



# July 2025

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

					• Independence Day, College Closed	
		1	2	3	4	5
6	7	8	9	10	11	12
13	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 <https://charleston.edu/registrar/calendar> for the most up-to-date academic calendars.



COLLEGE OF  
**CHARLESTON**  
NEW STUDENT PROGRAMS

# August 2025

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

					1	2
3	4	5	6	7	8	9
10	11	12	13	14 • Meal plans begin with dinner	15	16
17	18 • New Student Convocation	19 • Fall full semester and Express 1 Classes begin	20	21 • Last day to Add/Drop for Express 1 Classes	22	23
24	25 • 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 via Campus Services HQ by 5 pm	26	27	28	29	30
31	<p><i>Dates are subject to change. Please refer to <a href="https://charleston.edu/registrar/calendar">https://charleston.edu/registrar/calendar</a> for the most up-to-date academic calendars.</i></p>					



COLLEGE OF  
**CHARLESTON**  
NEW STUDENT PROGRAMS

# September 2025

Sunday      Monday      Tuesday      Wednesday      Thursday      Friday      Saturday

	<ul style="list-style-type: none"> <li>• Labor Day</li> <li>• CSL Tutoring Services Begin</li> </ul>					
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	<ul style="list-style-type: none"> <li>• Last day for students to withdraw with a grade of "W" from Express 1 classes</li> </ul>	19	20
21	<ul style="list-style-type: none"> <li>• First Day of Autumn</li> <li>• Rosh Hashanah Begins</li> </ul>	23	<ul style="list-style-type: none"> <li>• Rosh Hashanah Ends</li> </ul>	25	26	27
28	29	30				

Dates are subject to change. Please refer to <https://charleston.edu/registrar/calendar> for the most up-to-date academic calendars.



COLLEGE OF  
**CHARLESTON**  
NEW STUDENT PROGRAMS

# October 2025

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

Dates are subject to change. Please refer to <https://charleston.edu/registrar/calendar> for the most up-to-date academic calendars.



COLLEGE OF  
**CHARLESTON**  
NEW STUDENT PROGRAMS

# November 2025

Sunday      Monday      Tuesday      Wednesday      Thursday      Friday      Saturday

						1
• Daylight Savings Ends						
2	3	4	5	6	7	8
9	10 • Last day for students to withdraw with a grade of "W" from Express II classes	11 • Veterans Day	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26 • Thanksgiving Holiday. No Classes.	27 • Thanksgiving Holiday. No Classes. College Closed.	28 • Thanksgiving Holiday. No Classes. College Closed.	29 • Thanksgiving Holiday. No Classes. College Closed.
30 • Thanksgiving Holiday. No Classes. College Closed.	<i>Dates are subject to change. Please refer to <a href="https://charleston.edu/registrar/calendar">https://charleston.edu/registrar/calendar</a> for the most up-to-date academic calendars.</i>					



COLLEGE OF  
**CHARLESTON**  
NEW STUDENT PROGRAMS

# December 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<ul style="list-style-type: none"> <li>Last day of full semester and Express II classes</li> </ul> <p>1</p>	<ul style="list-style-type: none"> <li>Reading Day. No Classes.</li> </ul> <p>2</p>	<ul style="list-style-type: none"> <li>Full semester and Express II final exams begin</li> </ul> <p>3</p>	4	5	6
7	<ul style="list-style-type: none"> <li>Full semester and Express II final exams end</li> </ul> <p>8</p>	<ul style="list-style-type: none"> <li>Residence halls close at noon for Winter Break</li> </ul> <p>9</p>	<ul style="list-style-type: none"> <li>Final grades available on MyPortal by 5pm</li> </ul> <p>10</p>	11	12	<ul style="list-style-type: none"> <li>Fall 2025 Commencement</li> </ul> <p>13</p>
<ul style="list-style-type: none"> <li>Hanukkah Begins</li> </ul> <p>14</p>	15	16	17	18	19	20
21	<ul style="list-style-type: none"> <li>Hanukkah Ends</li> <li>College Closed. Winter Break</li> </ul> <p>22</p>	<ul style="list-style-type: none"> <li>College Closed. Winter Break</li> </ul> <p>23</p>	<ul style="list-style-type: none"> <li>College Closed. Winter Break</li> </ul> <p>24</p>	<ul style="list-style-type: none"> <li>College Closed. Christmas Day</li> </ul> <p>25</p>	<ul style="list-style-type: none"> <li>Kwanzaa Begins</li> <li>College Closed. Winter Break</li> </ul> <p>26</p>	27
28	<ul style="list-style-type: none"> <li>College Closed. Winter Break</li> </ul> <p>29</p>	<ul style="list-style-type: none"> <li>College Closed. Winter Break</li> </ul> <p>30</p>	<ul style="list-style-type: none"> <li>College Closed. Winter Break</li> <li>New Year's Eve</li> </ul> <p>31</p>			

Dates are subject to change. Please refer to <https://charleston.edu/registrar/calendar> for the most up-to-date academic calendars.



COLLEGE OF  
**CHARLESTON**  
NEW STUDENT PROGRAMS



# January 2026

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

				<ul style="list-style-type: none"> <li>• Kwanzaa Ends</li> <li>• New Year's Day</li> <li>• College Closed. Winter Break</li> </ul>		
				1	2	3
<ul style="list-style-type: none"> <li>• Residence halls reopen for spring</li> <li>• Meal plans begin with dinner</li> </ul>			<ul style="list-style-type: none"> <li>• Spring full semester and Express I classes begin</li> </ul>		<ul style="list-style-type: none"> <li>• Last day Drop/Add for Express I</li> </ul>	
4	5	6	7	8	9	10
11	12	<ul style="list-style-type: none"> <li>• Last day Drop/Add for full semester classes</li> <li>• Deadline to change/cancel meal plans via Campus Services HQ by 5 pm</li> </ul>	14	15	16	17
18	<ul style="list-style-type: none"> <li>• Martin Luther King holiday. No classes. College closed.</li> </ul>	20	21	22	23	24
25	26	27	28	29	30	31

Dates are subject to change. Please refer to <https://charleston.edu/registrar/calendar> for the most up-to-date academic calendars.



COLLEGE OF  
**CHARLESTON**  
NEW STUDENT PROGRAMS

# February 2026

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

	• Groundhog Day				• Last day for students to withdraw with a "W" for Express I classes	
1	2	3	4	5	6	7
8	9	10	11	12	13	• Valentine's Day 14
15	• President's Day 16	17	18	19	20	21
22	• Express I classes end 23	• Express I Final Exams for T/R classes 24	• Express I Final Exams for M/W classes 25	26	27	28

Dates are subject to change. Please refer to <https://charleston.edu/registrar/calendar> for the most up-to-date academic calendars.



COLLEGE OF  
**CHARLESTON**  
NEW STUDENT PROGRAMS

# March 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<ul style="list-style-type: none"> <li>• Spring Break. No Classes. Residence halls remain open</li> </ul> <p>1</p>	<ul style="list-style-type: none"> <li>• Spring Break. No Classes. Residence halls remain open</li> </ul> <p>2</p>	<ul style="list-style-type: none"> <li>• Spring Break. No Classes. Residence halls remain open</li> </ul> <p>3</p>	<ul style="list-style-type: none"> <li>• Spring Break. No Classes. Residence halls remain open</li> </ul> <p>4</p>	<ul style="list-style-type: none"> <li>• Spring Break. No Classes. Residence halls remain open</li> </ul> <p>5</p>	<ul style="list-style-type: none"> <li>• Spring Break. No Classes. Residence halls remain open</li> </ul> <p>6</p>	<ul style="list-style-type: none"> <li>• Spring Break. No Classes. Residence halls remain open</li> </ul> <p>7</p>
<ul style="list-style-type: none"> <li>• Spring Break. No Classes. Residence halls remain open</li> <li>• Daylight Savings Begins</li> </ul> <p>8</p>	<ul style="list-style-type: none"> <li>• Express II classes begin</li> </ul> <p>9</p>	<p>10</p>	<ul style="list-style-type: none"> <li>• Last day Drop/Add for Express II classes</li> </ul> <p>11</p>	<p>12</p>	<p>13</p>	<p>14</p>
<p>15</p>	<p>16</p>	<ul style="list-style-type: none"> <li>• St. Patrick's Day</li> </ul> <p>17</p>	<p>18</p>	<p>19</p>	<ul style="list-style-type: none"> <li>• Last day for students to withdraw with a grade of "W" from full semester classes</li> </ul> <p>20</p>	<p>21</p>
<p>22</p>	<p>23</p>	<p>24</p>	<p>25</p>	<p>26</p>	<p>27</p>	<p>28</p>
<p>29</p>	<p>30</p>	<p>31</p>				

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COLLEGE OF  
**CHARLESTON**  
NEW STUDENT PROGRAMS

# April 2026

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

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

Dates are subject to change. Please refer to <https://charleston.edu/registrar/calendar> for the most up-to-date academic calendars.



COLLEGE OF  
**CHARLESTON**  
NEW STUDENT PROGRAMS

# May 2026

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

					• Residence Halls close at noon  1	2
3	4	5	6	7	• Spring 2026 Commencement Ceremony 8	• Spring 2026 Commencement Ceremony 9
• Mother's Day 10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	• Memorial Day. No Classes. College closed. 25	26	27	28	29	30
31	<p><i>Dates are subject to change. Please refer to <a href="https://charleston.edu/registrar/calendar">https://charleston.edu/registrar/calendar</a> for the most up-to-date academic calendars.</i></p>					



COLLEGE OF  
**CHARLESTON**  
NEW STUDENT PROGRAMS



# June 2026

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

	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 <https://charleston.edu/registrar/calendar> for the most up-to-date academic calendars.



COLLEGE OF  
**CHARLESTON**  
NEW STUDENT PROGRAMS







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*Family Handbook*





# The College of Charleston A-Z Family Guide

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## Academic Advising and Planning Center

Lightsey Center, Suite 247  
Phone: 843.953.5981  
Email: [advising@cofc.edu](mailto:advising@cofc.edu)  
Website: [charleston.edu/advising](http://charleston.edu/advising)

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. 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.

## Academic Requirements

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

## Academic Success and Retention Office

Lightsey Center, Suite B12  
Phone: 843.953.5674  
Email: [capp@cofc.edu](mailto:capp@cofc.edu)  
Website: [charleston.edu/academic-success-retention](http://charleston.edu/academic-success-retention)

The Academic Success and Retention Office is here to help guide students on their academic journey while upholding and enforcing the College's academic standards and policies. Through a collaborative approach with faculty, staff, students and parents, the office provides support to help students navigate academic policies while connecting them to helpful tools and resources across campus.

## Addlestone Library

205 Calhoun Street, Charleston, SC 29401  
Phone: 843.953.8000  
Website: [library.charleston.edu](http://library.charleston.edu)

The library is open for extensive hours, which are updated continually on the library's website. In addition, we offer many services and resources online. The librarians and staff are available in person and online at the Access & Instruction Desk for immediate assistance or by appointment for in-depth research consultations.

## Barnes & Noble at the College of Charleston

160 Calhoun Street, Lightsey Center  
Phone: 843.953.5518  
Website: [cofc.bncollege.com](http://cofc.bncollege.com)

Barnes & Noble is the College of Charleston's official bookstore. By working directly with professors, the bookstore ensures students get exactly what they need for class. They also serve our students through employment opportunities and supporting College scholarships! In addition to textbooks, they offer general-interest books, books by local authors and CofC faculty, study aids, course-related supplies and more. The Bookstore is also the best place to buy CofC clothing and gifts to show your Cougar Pride.

## Cougar Complete

The Bookstore manages the College's course material program, Cougar Complete. Cougar Complete lowers the cost of materials for students and ensures they have all their required course materials by the first day of class. Learn more at [go.charleston.edu/cougar-complete](http://go.charleston.edu/cougar-complete).

## Campus Housing

40 Coming Street  
Phone: 843.953.2015 | Fax: 843.953.6590  
Email: [housing@cofc.edu](mailto:housing@cofc.edu)  
Website: [charleston.edu/housing](http://charleston.edu/housing)

Campus Housing handles housing applications, room selection, room changes and student housing accounts. Our office works with Residence Life, which supports residential activities and events. Campus Housing also works closely with Facilities Management for students who have any maintenance concerns. Students can submit work order requests to Facilities Management via MyPortal at any time during the academic year.



# The College of Charleston A-Z Family Guide

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## Campus Recreation Services

24 George Street  
Johnson Center (30 George Street) front desk: 843.953.9000  
George Street Fitness Center front desk: 843.953.3899  
Website: [charleston.edu/campus-rec](http://charleston.edu/campus-rec)

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.

## Campus Services HQ

162 Calhoun Street  
Phone: 843.953.1100  
Email: [campusservices@cofc.edu](mailto:campusservices@cofc.edu)  
Website: [charleston.edu/campus-services/hq](http://charleston.edu/campus-services/hq)

Open Monday – Friday, 8:30am – 4:45pm, Campus Services HQ is a helpful resource for information about Campus Services, including campus housing, the Cougar Card, dining and meal plans, campus parking and transportation. Campus Services also manages the College of Charleston Bookstore, the George Street Box Office, Mail Services, and the Sottile Theatre.

## Career Center

Lightsey Center, Second Floor, Room 216  
Phone: 843.953.5692  
Email: [careercenter@cofc.edu](mailto:careercenter@cofc.edu)  
Website: [charleston.edu/career-center](http://charleston.edu/career-center)

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 Civic Engagement

Lightsey Center, Room 203  
Phone: 843.953.5838  
Email: [volunteer@cofc.edu](mailto:volunteer@cofc.edu)  
Website: [charleston.edu/volunteer](http://charleston.edu/volunteer)

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, services, and critical reflection.

## Center for Disability Services

Lightsey Center, first floor  
Phone: 843.953.1431 | Fax: 843.953.7731  
Website: [charleston.edu/disability-services](http://charleston.edu/disability-services)

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.

## Center for Excellence in Peer Education

Lightsey Center, B66  
Phone: 843.953.3850  
Website: [charleston.edu/peer-education](http://charleston.edu/peer-education)

The mission of the Center for Excellence in Peer Education (CEPE) is to recruit, train, supervise, and evaluate students serving in select positions of peer education within the Office for Student Success, 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 education.

## Center for International Education

Robert Scott Small Building, Suite 207  
Phone: 843.953.7661  
Website: [charleston.edu/international](http://charleston.edu/international)

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.

## The College of Charleston A-Z Family Guide

### Center for Student Learning

Addlestone Library, 205 Calhoun Street  
Phone: 843.953.5635  
Website: [charleston.edu/student-learning](http://charleston.edu/student-learning)

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

### Center for Sustainable Development

207 Calhoun Street  
Email: [sustainability@cofc.edu](mailto:sustainability@cofc.edu)  
Website: [charleston.edu/sustain/csd](http://charleston.edu/sustain/csd)

The Center for Sustainable Development (CSD) serves as a hub for sustainability at the College with a mission to empower the campus community to rethink, redesign, and restore ethically centered human and ecological systems.

### Class Rank

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

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

### College of Charleston Collegiate Recovery Program

Education Center, Suite 106  
Phone: 843.953.6630  
Email: [marchantww@cofc.edu](mailto:marchantww@cofc.edu)

The Collegiate Recovery Program (CRP) 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.

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.

### Cougar Alert: Emergency Notification System

Website: [emergency.charleston.edu/cougaralert](http://emergency.charleston.edu/cougaralert)

Cougar Alerts are emergency notifications sent to members of the campus community via email, phone, and text message to provide important information, instructions and updates about emergencies occurring on or near campus.

College of Charleston students, faculty, and staff are automatically enrolled in the Cougar Alert system and do not need to take any additional steps to receive Cougar Alerts.

All students, faculty, and staff should log into MyPortal to review their telephone and text information, and update as needed. Cougar Alert email will always be the College-issued address.

### Cougar Card

Campus Services HQ: 162 Calhoun Street  
Phone: 843.953.1100  
Email: [campusservices@cofc.edu](mailto:campusservices@cofc.edu)  
Website: [charleston.edu/cougar-card](http://charleston.edu/cougar-card)

The Cougar Card is the official College of Charleston ID card. Students are not required to display their card, but Public Safety requests that they carry it while on campus. A student's first Cougar Card is free, and replacements are \$30.

The Cougar Card is your student's key to campus events, facilities and services. They'll use it to access their meal plan and Dining Dollars. It's their CofC library card. It's how they securely access their residence hall. They can use it for free admission to all CofC sporting events. Plus, the Cougar Card grants them access to campus facilities such as the Silcox Center gym and the state-of-the-art George Street Fitness Center. The Cougar Card entitles students to ride Charleston Area Regional Transportation Authority (CARTA) buses for free, as well as the Cougar Shuttle, which is dedicated to the safe transportation of students anywhere on the downtown peninsula.

### Cougar Shuttle

Phone: 864.636.0972  
Website: [charleston.edu/public-safety/services/cougar-shuttle](http://charleston.edu/public-safety/services/cougar-shuttle)

The Cougar Shuttle provides free transportation seven nights a week, to currently enrolled College of Charleston students who present a valid Cougar Card. To arrange a ride on the Cougar Shuttle, call 864.636.0972. 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 College of Charleston A-Z Family Guide

## The Counseling Center

Robert Scott Small Building – 3rd floor, Suite 300  
Phone: 843.953.5640  
Email: [counseling@cofc.edu](mailto:counseling@cofc.edu)  
Website: [charleston.edu/counseling](http://charleston.edu/counseling)

Information and consultation services are available to families, and families are always welcome to share information with our office. However, because our office is a confidential resource for students, we cannot provide information about individual students without authorization from the student. If a student is being seen here, information received will be communicated to the treating clinician. Students must make their own appointments.

Counseling services can assist with your student's adjustment and personal growth, with a primary goal of supporting mental well-being so they may take full advantage of the educational opportunities at the College. The Counseling Center provides short-term individual and group counseling, crisis support, consultation services, and outreach programming. We also offer short-term psychiatric/medication services.

## Emergency Preparedness

Student Affairs – Phone: 843.953.5522  
Website: [emergency.charleston.edu](http://emergency.charleston.edu)

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.

### Emergency Phone Directory

Campus Police .....843.953.5609  
Charleston Police Department .....843.577.7434  
Fire and EMS .....843.953.5609  
Hearing Impaired .....843.953.1419 TTY (on or off campus)  
Relay South Carolina (disability access) ...1.800.735.2905 (on or off campus)  
Emergency Information Hotline .....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  
Website: [charleston.edu/facilities-management](http://charleston.edu/facilities-management)

Submitting a work order is the fastest, most expedient way to address a student's maintenance concerns. Students may submit work order requests via MyPortal by clicking the Facilities Work Orders tile. For maintenance emergencies students should immediately contact the Facilities Management Customer Service Desk at 843.953.5550.

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

## Grade Point Average

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

The **LIFE GPA** is the grade point average of all courses (excluding remedial/developmental, continuing education, or non-degree credit courses) taken at eligible institutions (in-state or out-of-state).

The Academic Success and Retention Office also provides the goal GPA calculator on their website so you may calculate 'what if scenarios' and how your GPA may be affected.

## The College of Charleston A-Z Family Guide

### Health Services

181 Calhoun Street  
 Phone: 843.953.5520  
 Email: [healthservices@cofc.edu](mailto:healthservices@cofc.edu)  
 Website: [charleston.edu/student-health](http://charleston.edu/student-health)

Clinic hours are Monday through Friday: 8:30 a.m. to 5:00 p.m. Appointments can be arranged by calling Student Health Services or stopping by the clinic. Appointments may also be made by visiting the MyHealth portal located on MyPortal. Visit our website for a list of after-hours and weekend care locations. College of Charleston also provides FREE access to MUSC virtual urgent care (Telehealth platform) for students 24/7.

In case of an emergency after hours or on weekends, students may call public safety at 3-5609 on campus and 911 for emergencies off campus.

### Information Technology

IT Service Desk Locations:  
 Addlestone Library – 205 Calhoun Street  
 BellSouth Building – 81 St. Philip Street  
 Phone: 843.953.3375  
 Email: [itservicedesk@cofc.edu](mailto:itservicedesk@cofc.edu)  
 Website: [help.charleston.edu](http://help.charleston.edu)

Check website for IT Service Desk location hours.

Information Technology is dedicated to supporting students through their academic journey. They offer a range of services including laptop recommendations, free access to productivity and course-specific software, and reliable wireless connectivity. Ongoing technical support is provided as needed.

### Legal Residency

Treasurer's Office – 170 Calhoun Street  
 Phone: 843.953.7312  
 Website: [charleston.edu/legal-residency](http://charleston.edu/legal-residency)

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

### Mail Services and Passport Services

89 St. Philip St., ground floor of PG Garage  
 Phone: 843.953.5534  
 Email: [mailservices@cofc.edu](mailto:mailservices@cofc.edu)  
 Website: [charleston.edu/mail-services](http://charleston.edu/mail-services)

Mail Services provides most major USPS services and accepts letters and packages from multiple shipping vendors, including FedEx, UPS and USPS.

All mail and packages sent to students must be addressed, as follows, using the student's legal or preferred name registered with the College:

Full Student Name (no nicknames)  
 ##### CofC Complex (number is given to student)  
 Charleston, SC 29424

Please do not add to the mailing address format. Mail that is not properly addressed may be delayed or returned to sender. Do not send mail or packages directly to residence halls.

Mail Services has a full-service passport office, making it convenient for your student (or the whole family) to complete forms and file for a U.S. Passport. Appointments are available through [go.charleston.edu/passport-appt](http://go.charleston.edu/passport-appt).

We have an Amazon Locker on campus, named Bente, that you can use to receive and return Amazon purchases only. Do not send packages to the address associated with it - select the locker "Amazon Locker - Bente" as the pickup location at checkout if it is available. Please visit the Amazon website for instructions on how to send packages to a locker. The College does not have access to the Amazon locker.

# The College of Charleston A-Z Family Guide

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## Meal Plans and Charleston Culinary Group

Campus Services HQ – 162 Calhoun Street  
Phone: 843.953.1100  
Email: [campusservices@cofc.edu](mailto:campusservices@cofc.edu)  
Website: [go.charleston.edu/mealplan](http://go.charleston.edu/mealplan)

Campus Services HQ manages all meal plan selections and changes, and the Charleston Culinary Group manages the College's dining locations.

With convenient dining locations across campus, the Charleston Culinary Group gives you the variety and value you want. We have popular brands like Chick-fil-A, Einstein Bros. Bagels, and Starbucks; three residential dining locations, including the uniquely CofC Marty's Place; and convenience stores throughout campus. Vegan, vegetarian, kosher, food allergies – the Charleston Culinary Group has students covered with multiple options for every meal.

Meal plans are convenient, flexible, and loaded with options. Meal plans cover dining locations across campus with a range of menus and offerings. The selected meal plan is loaded to the student's Cougar Card, so delicious food is just a card tap away.

First-year students (regardless of credit hours) and transfer students classified as first-year students who live in campus housing, are required to purchase a College of Charleston First-Year Student Resident Meal Plan for the academic year. They will be prompted to choose one of these plans when signing up for on-campus housing in the MyHousing/Dining portal.

Upperclass and commuter students may sign up for any College of Charleston meal plan through the MyHousing/Dining portal or by visiting 162 Calhoun Street for in-person assistance. Visit [go.charleston.edu/mealplan](http://go.charleston.edu/mealplan) for important meal plan dates and deadlines. Students have until the end of Drop/Add to change their meal plan selection for the semester.

## MyPortal

MyPortal ([myportal.charleston.edu](http://myportal.charleston.edu)) is a portal by which students manage their academic records and monitor their progress at the College of Charleston. Students use MyPortal 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 MyPortal 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  
Email: [orientat@cofc.edu](mailto:orientat@cofc.edu) | [parents@cofc.edu](mailto:parents@cofc.edu)  
Website: [charleston.edu/new-student-programs](http://charleston.edu/new-student-programs)

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

The Office of New Student Programs coordinates the following programs:

- New Student Orientation
- Family Orientation
- iCharleston Bridge Program

## Off-Campus and Commuter Student Services

Our mission is to provide information on programs and services along with engagement opportunities and advocacy resources to College of Charleston off-campus and commuter students.

### Commuter Lounge – Lightsey Center

Located on the lower level (basement) of the Lightsey Center, the commuter lounge is a place for commuter students to relax, study, and socialize between classes. There are many resources offered for commuter students including a microwave, refrigerator, Keurig coffee maker, comfortable furniture, lockers, and new friends.



## The College of Charleston A-Z Family Guide

### Office of the Dean of Students

Phone: 843.953.5522

Email: deanofstudents@cofc.edu

Website: charleston.edu/dean-of-students

The mission of the Office of the Dean of Students is to promote student wellbeing and development through educating about student rights and responsibilities, creating programs, connecting students to resources, exercising sound crisis response, and advocating for student success.

#### Student Care and F.A.S.T. (Faculty/Friends/Family Assisting Students in Trouble)

The FAST report form, which can be found on the Dean of Students' website, is a tool to notify staff at the College when students are experiencing barriers that will keep them from succeeding at the College. Faculty, staff, students and others (including family members) may refer a student who may be struggling with academic, personal, or emotional difficulties or who may be exhibiting concerning behavior. Students referred will be contacted and offered assistance by the Academic Success and Retention Office and/or the Office of the Dean of Students depending on the nature of the concern shared.

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.

The complete College of Charleston Student Handbook is available only online at charleston.edu/student-handbook.

### Office of Student Involvement

Email: studentlife@cofc.edu

Website: charleston.edu/office-student-life

The Office of Student Involvement 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.

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.

### Office of Victim Services (OVS)

Lightsey Center, Suite 101

Phone: 843.953.2273

Website: charleston.edu/victim-services

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

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.

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 843.953.2273, and our answering service will connect you to one of the OVS victim services providers.

### Office of Student Wellness and Well-being

Phone: 843.953.3650

Website: charleston.edu/wellness

The Office of Student Wellness and Well-being aims to help students improve their quality of life while they are at the College of Charleston. We'll help you realize your abilities, strengthen your ability to cope with daily stress, be more productive, seek opportunities for play and enjoyment, and contribute to your community. We are here to provide you with the information you need to achieve your goals. We have the resources, tools, and support to help you find complete wellness.

#### Students 4 Support

Students 4 Support is a group of highly trained peer volunteers who provide nationally recognized crisis response techniques in a confidential, non-judgment environment. Students 4 Support team members are not professional counselors and do not provide therapy. Are you struggling and looking for support? Text 4SUPPORT to 839863.

# The College of Charleston A-Z Family Guide

## Parent's Advisory Council (PAC)

The College of Charleston Parent Advisory Council comprises around 50 families whose membership typically coincides with their students' full-time enrollment. The Council aims to support the College's highest priorities by fostering bonds with parents and families of students and alumni. As spokespersons and advocates of the College, our families support their student's education and overall student success through community advocacy and philanthropy toward the College's highest priorities.

## Parent's Fund

College of Charleston Foundation, 66 George Street  
Phone: 843.953.3418  
Email: [parentsfund@cofc.edu](mailto:parentsfund@cofc.edu)

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. We thank our loyal supporters and encourage all our families to make a gift today!

Gifts can be sent to the address below or visit [giving.charleston.edu](http://giving.charleston.edu).

College of Charleston Foundation  
Attn: Parents' Fund  
66 George Street  
Charleston, SC 29424-0001

## Parking and Transportation

Campus Services HQ: 162 Calhoun Street  
Phone: 843.953.1100  
Email: [campusservices@cofc.edu](mailto:campusservices@cofc.edu)  
Website: [charleston.edu/parking-transportation](http://charleston.edu/parking-transportation)

Students who live on campus and have fewer than 60 cumulative credit hours on file with the Office of the Registrar are not permitted to park on campus. Commuters and eligible students who live on campus can apply for parking each semester during the open application period or first come, first served sale. Parking is not guaranteed, so we maintain a list on our website of privately owned spaces leased to students.

All students are encouraged to leave their cars at home and take advantage of the transportation services that we offer. For instance, Charleston Area Regional Transportation Authority (CARTA) service is free to students with a valid Cougar Card.

CARTA offers in-town routes, including one from the main campus to Harbor Walk, as well as express shuttle services that connect key locations throughout Charleston and the downtown area. CARTA also offers convenient service from downtown to the Charleston International Airport. Visit CARTA online at [ridecarta.com](http://ridecarta.com) for more route information.

## Public Safety

89 St. Philip Street, first floor parking garage  
Phone: Emergency: 911 | Non-emergency: 843.953.5609  
Website: [charleston.edu/public-safety](http://charleston.edu/public-safety)

Law enforcement responsibilities for the College of Charleston are handled by the Department of Public Safety. Our police officers are on duty 24-hours a day to serve and safeguard the campus community. Officers who serve on the College's Department of Public Safety are certified law enforcement officers who maintain certification through the SC Criminal Justice Academy.

## Fire

Phone: Emergency: 911 | Non-emergency: 843.953.5609  
Website: [charleston.edu/public-safety/fire-ems](http://charleston.edu/public-safety/fire-ems)

The College of Charleston Fire 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. Fire alarm systems, fire sprinkler systems, as well as placement and maintenance of automated external defibrillators (AEDs) throughout the campus are managed from this office. Fire and EMS respond to all potential medical emergencies, hazardous materials incidents, and fire emergencies on campus.

## EMS

Phone: Emergency: 911 | Non-emergency: 843.953.5609  
Website: [charleston.edu/public-safety/fire-ems](http://charleston.edu/public-safety/fire-ems)

College of Charleston EMTs, Cougar EMTs as they are known on campus, provide "Basic Life Support" (BLS) emergency and non-emergency care and transportation for students, staff, and visitors on the College of Charleston campus. Cougar EMS, a BLS service, is always backed up by Charleston County EMS for Advanced Life Support when requested by our EMTs. When volunteer student EMS staffing is unavailable, all campus emergencies are responded to by Charleston County EMS.

## The College of Charleston A-Z Family Guide

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### Registrar's Office

Lightsey Center – Suite 281  
Phone: 843.953.5668  
Email: registrar@cofc.edu  
Website: charleston.edu/registrar

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.

#### 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 at 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.

#### 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. The student is able to modify the access rights and valid date ranges as well as view a log of the most recent activity.

For more information on setting up proxy access, please visit the Registrar's Office website.

### Residence Life

67 George Street  
Phone: 843.953.1476  
Email: reslife@cofc.edu  
Website: charleston.edu/res-life

Through a culture of care, belonging, and inclusion and in partnership with residential students, we cultivate supportive, learning-centered communities that foster academic achievement, personal development, transition to adulthood, and campus engagement.

Activities and events are provided by Residence Life to help residents meet new people and become active members in the residence hall community. Community standards and policies can be located online.

### Student Affairs

Phone: 843.953.5522  
Email: studentaffairs@cofc.edu  
Website: charleston.edu/student-affairs

The Division of Student Affairs is dedicated to the development of all students and to facilitating their cultural, social, emotional, physical, ethical, and intellectual development so they may become responsible, respectful, and effective individuals. We value the holistic development of our students and their growth as globally minded individuals through experiential learning, as well as the modeling of ethical behavior and accountability.

### Maymester and Summer Sessions

Phone: 843.953.4831  
Email: summer@cofc.edu  
Website: charleston.edu/academics/programs/special-programs/summer-sessions

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. Many sections of online courses are now offered during Maymester and all summer terms.

# The College of Charleston A-Z Family Guide

## 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
XF	Failure Due to Academic Dishonesty	0.00

Grades are available on MyPortal 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 transcript from the Office of the Registrar or they may view their unofficial transcript on MyPortal.

## Transfer Credit

Registrar’s Office – Lightsey Center, Suite 281

Phone: 843.953.5668

Email: [transferevaluation@cofc.edu](mailto:transferevaluation@cofc.edu)

Website: [charleston.edu/registrar/transfer-student-resources/index.php](http://charleston.edu/registrar/transfer-student-resources/index.php)

The mission of the Transfer Evaluation Team within the Office of the Registrar is to support, guide, retain, and advocate for all students with transfer credit by providing timely and accurate transfer credit evaluations and pre-transfer advising.

## Treasurer’s Office

170 Calhoun Street

Phone: 843.953.5572

Email: [treasurer@cofc.edu](mailto:treasurer@cofc.edu)

Website: [charleston.edu/treasurer](http://charleston.edu/treasurer)

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.

## 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.

# Who Does What

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

Topic	Office	Physical Location	Phone #
Address changes	MyPortal		
Advising - undeclared students	Academic Advising and Planning 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	IT Service Desk	Addlestone Library, Student Computing Support	-3375
Conduct, Student Code of	Student Affairs	329 King Street	-5522
Cougar Card	Campus Services HQ	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	MyPortal		
Declaring a major	MyPortal, Program of Study Management (POSM)		
Degree Audit	MyPortal, Degree Works		
Drop/add	Registrar or MyPortal	Lightsey Center, Suite 281	-5668
eBill	Treasurer	170 Calhoun Street	-5572
Email account	IT Service Desk		-3375
Enrollment, proof of	Registrar or MyPortal	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	-1449
Foreign language tutoring	Center for Student Learning	Addlestone Library, 1st floor	-5635
Fraternity and Sorority Life	Higdon Center for Student Leadership and Fraternity & Sorority Life	69 Coming Street	-6356
Grades - student access	MyPortal		
Graduation - degree audit	MyPortal, Degree Works		

Topic	Office	Physical Location	Phone #
Graduation application	MyPortal		
Grievances	Student Handbook	<a href="https://deanofstudents.cofc.edu/honor-system/studenthandbook/">https://deanofstudents.cofc.edu/honor-system/studenthandbook/</a>	
Health issues	Health Services	181 Calhoun Street	-5520
Honor Board/Code	Student Affairs	329 King Street	-5522
Housing/room assignments	Campus Housing	40 Coming Street	-2015
Impact Scholars	Academic Success and Retention Office	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	Academic Success and Retention Office	Lightsey Center, Suite B12	-5674
Leave of absence	Academic Success and Retention Office	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. Philip Street, 1st floor parking garage	-4980
Maintenance - residence halls and houses	Facilities Management	40 Coming Street or online through MyPortal	-5550
Math tutoring lab	Center for Student Learning	Addlestone Library, 1st floor	-5635
Meal plans	Campus Services HQ	Joe E. Berry Residence Hall, Calhoun Street Side	-1100
New students and families	New Student Programs	Lightsey Center Annex	-2017
Parking	Campus Services HQ	Joe E. Berry Residence Hall, Calhoun Street Side	-1100
Payment plan - tuition	Treasurer	170 Calhoun Street	-5572

# Who Does What

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

Topic	Office	Physical Location	Phone #
Peer Facilitators (FYE)	Center for Excellence in Peer Education	Lightsey Center, Suite B66	-3850
Pell Grants	Financial Asst. & Vet. Affairs	Lightsey Center	-5540
Personal Computer Registration	Public Safety	81 B St. Philip Street, 1st floor parking garage	-4980
PLUS loans - parent	Financial Asst. & Vet. Affairs	Lightsey Center, opposite end from the bookstore	-5540
Probation - academic	Academic Success and Retention Office	Lightsey Center, Suite B12	-5674
Refunds - housing fees deposit	Campus Housing	40 Coming Street	-2015
Refunds - meal plan	Campus Services HQ	Joe E. Berry Residence Hall, Calhoun Street Side	-1100
Refunds - parking	Campus Services HQ	Joe E. Berry Residence Hall, Calhoun Street Side	-1100
Refunds - tuition	Treasurer	170 Calhoun Street	-5572
Refunds - vending machine	Campus Services HQ	Joe E. Berry Residence Hall, Calhoun Street Side	-1100
Refunds - withdrawing from CofC	Treasurer	170 Calhoun Street	-7834
Registration information	Registrar	Lightsey Center, Suite 281	-5668
Residence hall fine payment	Campus Housing	40 Coming Street	-2015
Residency status (legal)	Treasurer	170 Calhoun Street	-5572
Room signup, residence halls	Campus Housing	40 Coming Street	-2015
Schedule of courses/ course listings	MyPortal		
Scholarship check deposits	Treasurer	170 Calhoun Street	-5572
Scholarships	Financial Asst. & Vet. Affairs	Lightsey Center	-5540
Special enrollment	Academic Departments		
Student bill	Treasurer	170 Calhoun Street	-5572
Student employment	Career Center	Lightsey Center, Suite 216	-5692

Topic	Office	Physical Location	Phone #
Student Handbook	Student Affairs	329 King Street	-5522
Student organizations	Student Involvement	Bell South Building, 3rd floor	-2291
Study abroad	Center for International Education	Robert Scott Small Building, Suite 207	-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, MyPortal Transcript Channel	Lightsey Center, Suite 281	-5668
Transcript - view unofficial	MyPortal		
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 after the withdrawal deadline	Academic Success and Retention Office	Lightsey Center, Suite B12	-5674
Withdraw - from class during regular withdrawal period	Registrar or MyPortal	Lightsey Center, Suite 281	-5668
Withdraw - from the College	Academic Success and Retention Office	Lightsey Center, Suite B12	-5674
Writing lab	Center for Student Learning	Addlestone Library, 1st floor	-5635

**Who Does What?**



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