The Graduate School of the College of Charleston

Graduate Student Handbook

Contents

Dean’s Welcome ............................................................................................................................. 1
The Graduate Student Association .................................................................................................. 2
Academic Policies ........................................................................................................................... 3
  Grades ......................................................................................................................................... 3
  Academic Dismissal .................................................................................................................... 3
  Probation Standards .................................................................................................................. 4
  Honor Code and Code of Conduct ............................................................................................ 4
  Prohibition of Discrimination and Harassment ......................................................................... 4
Registration, Tuition & Fees ........................................................................................................... 4
  Registrar’s Office ....................................................................................................................... 4
  Treasurer’s Office ....................................................................................................................... 4
  Financial Aid ............................................................................................................................... 5
  Legal Residency .......................................................................................................................... 5
  Fee Deadlines ............................................................................................................................ 5
  Withdrawal Dates & Refund Schedules ..................................................................................... 5
  Confidentiality of Student Records (FERPA) ............................................................................ 5
Academic Support ........................................................................................................................... 6
  Libraries ...................................................................................................................................... 6
  Information Technology ............................................................................................................ 6
  Center for Disability Services .................................................................................................... 7
  Office of Research and Grants Administration (ORGA) ............................................................. 7
  Center for Student Learning ....................................................................................................... 7
Student Services .............................................................................................................................. 8
  Career Center ............................................................................................................................ 8
  Bookstore ................................................................................................................................... 8
  Cougar Card Services ............................................................................................................... 8
  Resource Coordinator .............................................................................................................. 8
  Dining Services .......................................................................................................................... 8
Dean’s Welcome

Welcome to the Graduate School of the College of Charleston! This handbook is designed to answer questions you may have about program requirements and regulations, Graduate School personnel and contact information, financial aid, as well as campus and community life.

Charleston, located in the heart of the South Carolina Lowcountry, is a fantastic place to undertake graduate study. Our master’s degrees and certificate programs take advantage of the unique opportunities provided by the people, institutions, and environment of the area and offer the specialized knowledge and training sought by professionals living and working in the region.

Because of the superb credentials of our faculty and relatively small size of our programs, graduate students enjoy close personal relationships with their mentors and have diverse opportunities for scholarly research and experiential learning. Please check our website frequently for announcements of grant, assistantship and internship opportunities. We look forward not only to your contributions to the intellectual life of our academic community in the next few years, but also to those future contributions you will make to the development of the city, state and world as alumnae/i.

We have a vibrant Graduate Student Association (GSA), distinct from the Undergraduate Student Government Association (SGA). We encourage you to become an active participant in the organization. The GSA will be working closely with the staff of the Graduate School to promote networking activities, sponsor workshops and lectures, and improve student well-being.

If you cannot find the information you need using this handbook, please do not hesitate to contact the Graduate School Office - in person, by phone, or by e-mail. We have a wonderful staff that is eager to get to know you personally and to assist you in making your graduate experience at the College of Charleston an exciting and productive time of intellectual and personal growth. Please also take advantage of the information on our web-site (gradschool.cofc.edu) that is directly specific to new and current students. You may obtain a copy of our graduate catalog at the Graduate Studies Office in 310 Randolph Hall or you may access it online. Please also look to our social media sites on Facebook and Twitter as well as our blog.

On behalf of everyone in the Graduate School, I wish you the best in your upcoming studies.

Amy Thompson McCandless, Ph.D.
Dean of the Graduate School and Professor of History
The Graduate Student Association

Welcome to the College of Charleston. You are now a part of an excellent academic tradition and a stimulating graduate community. The GSA serves as the student government for the Graduate School at the College of Charleston, and has for the past seven years helped to define the graduate students’ presence on campus.

Even though the GSA is still rather young in comparison to the College’s long history, we have been able to accomplish many exciting things. Just a few of our involvements include participating in Dance Marathon raising money for MUSC’s Children’s Hospital, volunteering with the Charleston Parks Conservancy in the beautification of Cannon Park, and sponsoring an annual Oyster Roast at a local restaurant in Downtown Charleston. We hold monthly senate meetings to discuss the issues and concerns of all graduate students. We strive to provide academic and philanthropic opportunities as well as to facilitate the finest experience here at the College.

To further promote our fellow graduate students, the GSA awards grants for travel to conferences and meetings or to support research being conducted at the College. During the 2012-2013 academic year, over $5,000 in awards assisted nearly 50 students present their research, network with other professionals in their fields, and purchase materials vita to thesis projects. The GSA Executive Board reviews research and travel grant applications at least twice a year and is proud to be able to assist students in disseminating their findings and furthering their research.

The GSA was founded with three core values in mind: scholarship, service, and community connections. Through our many events and engagements we strive to uphold these values and therefore ensure the continuation and integrity of our organization. I strongly encourage each of you to attend the GSA meetings, the GSA-sponsored events, and get involved! This organization was built on the idea of bringing graduate students together and to enhance the already unique experience of being a student at the College of Charleston.

About The Graduate Student Association

Contact Information
Email: gsa.cofc@gmail.com
Website: blogs.cofc.edu/sga
Facebook: facebook.com/groups/2323444745
Twitter: @CofCGSA

Meetings are held the first Friday of each month at 5:30 p.m. in room 409 of the Stern Student Center on George Street.

Two senators from each graduate program are allowed. If you are interested in participating, please contact your program director to see if the opportunity to serve as a senator is available. If two senators have already been selected for your program, feel free to participate in the monthly meetings, events or on a committee.

Do not hesitate to contact your program’s senators, any of the GSA executive board officers, or attend any of the monthly meetings if you have any concerns or comments.
Academic Policies

Grades

Satisfactory Graduate GPA
Degree-seeking graduate students in The Graduate School of the college of Charleston are required to maintain a 3.0 grade point average in their graduate coursework. In addition, some students may have specified GPA’s for undergraduate coursework required by their graduate programs.

GPA Calculation
The GPA is calculated on the basis of all graduate coursework identified in a student’s program of study as well as any additional coursework that is acceptable to the degree program. College of Charleston coursework taken prior to acceptance into degree-seeking status will not be used in the calculation of the student’s GPA unless accepted as part of the student’s program of study. Such coursework must be identified at the time the student is accepted into the program.

Decisions concerning an academic action such as probation, academic dismissal and graduation will be based on the courses and GPA as described above.

I Grades
The grade "I" indicates that only a small part of the semester’s work remains to be done, that the student is otherwise doing satisfactory work in the course, and that an extension of time is warranted to complete the work. The "I" also signifies that an agreement has been established between professor and student as to the quantity of work remaining to be done, the deadlines established for its completion, and a schedule of meeting times. This agreement must be made in writing with the professor, student, and program director having a copy. All work for completion of the course requirements must be submitted by the end of exams in the next major term (Fall or Spring). One additional extension may be granted to the student using the Course Requirement Completion Extension form with signatures of approval by both the professor and the Dean of the Graduate School. If the student does not complete the work within the prescribed time period, the "I" is changed to an "F" and the student will be withdrawn from the Graduate School and will not be allowed to reapply to his or her program or to enroll in any graduate coursework counting toward any graduate degree or graduate certificate at the College of Charleston for one calendar year.

Grade of XF
The grade of XF means failure due to academic dishonesty. If a student is found responsible for an act of academic dishonesty, the instructor for that course must assign an XF. The XF remains on the student’s official transcript for a minimum of 2 years. After 2 years, the student can petition the Honor Board for removal of the X. The F will remain.

W Grades
The Grade “W” is recorded if a student withdraws voluntarily from a course before the published date each semester. The “W” may not be awarded after this date except by special permission of The Graduate School, and only in those cases when continued enrollment in the course would be detrimental to the student’s health or has been made impossible by circumstances beyond the student’s control. Students wishing to withdraw after the regular withdrawal period must complete a special form in the Graduate School Office.

Academic Dismissal
Maintaining an adequate GPA is only one criterion for satisfactory academic progress. Students receiving three grades below the grade of "B" or one grade of "F" in their programs will be withdrawn from the Graduate School and will not be allowed to reapply to their programs or to enroll in any graduate coursework counting toward any graduate degree or graduate certificate at the College of Charleston for one calendar year.

Because a grade of "unsatisfactory" is considered to be a failing grade and unsatisfactory completion of a program requirement, should a student earn a grade of "U" in a thesis, research, or internship class, the student will be dismissed. A student has the right to appeal the decision to the Dean of the Graduate School and to re-apply to the program after one calendar year.

For M.A.T. students who earn a grade of "unsatisfactory" in Clinical Practice, a letter will be placed in the student’s file indicating whether the student can attempt the clinical internship a second time. If the student is not allowed to attempt clinical internship a second time, the student will be removed from the degree program and will not earn an M.A.T. from the College of Charleston. The student will also
not receive a recommendation to the State Department of Education for certification.

Other criteria such as progress toward completing a thesis or requests for extensions of a program of study, etc., may be established by individual programs. Students who fail to meet the standards of their programs for satisfactory academic progress may be withdrawn from their programs.

**Probation Standards**

Students at the Graduate School are expected to maintain a cumulative grade point average (GPA) of 3.0 on a scale of 4.0 in their programs. Degree-seeking candidates and graduate certificate students whose GPA falls below 3.0 will be placed on academic probation. Students who are on probation must raise their averages to a satisfactory level (3.0 or better) upon attempting three additional courses in their program or within 1.5 academic years, whichever comes first.

During the probationary period, students must also demonstrate that they are making progress by maintaining or improving their grade point averages. Students whose averages remain below a 3.0 after attempting three additional courses or within 1.5 academic years after being placed on probation will be dismissed from the Graduate School and will not be allowed to reapply to their programs or to enroll in any graduate coursework counting toward any graduate degree or graduate certificate at the College of Charleston for one calendar year.

**Honor Code and Code of Conduct**

Please visit the Student Affairs website at studentaffairs.cofc.edu/honor-system to view the current Code of Conduct and Honor Code policies.

**Prohibition of Discrimination and Harassment**

It is the policy of the College to promote and protect a learning and living environment where civil discourse, respect for the individual and appreciation for the diversity of human experiences are valued as compelling academic interests. Accordingly, it is a violation of the College’s policy on the Prohibition of Discrimination and Harassment for any member of the College community to discriminate or harass students or employees, or applicants for admission to the College or applicants for any College employment position, based on gender, sexual orientation, gender identity or expression, age, race, color, religion, national origin, veterans’ status, genetic information, or disability, as proscribed by law and as further described in the policy referenced here. In addition, discrimination against members or potential members of the United States uniformed services, as proscribed by the Uniformed Services Employment Rights Act (USERRA), is also prohibited under our policy. Retaliation against any person arising from the good faith reporting of suspected violation of this policy, or for participating in an investigation of discrimination under this policy, is strictly prohibited.

Full policy on the Prohibition of Discrimination and Harassment, Including Sexual Harassment and Abuse, is available at the College’s policy website at policy.cofc.edu. Inquiries should be directed to the Office of Human Relations and Minority Affairs at 843.953.5758.

**Registration, Tuition & Fees**

Tuition and fees are determined by the Board of Trustees. Rates are posted on the Treasurer’s website at treasurer.cofc.edu/tuition-and-fees.

**Registrar's Office**

Suite 281, Lightsey Center
843.953.5668
registrar.cofc.edu

The Office of the Registrar assists the College of Charleston community with a wide variety of needs related to student records. Graduate students will go to the Registrar’s Office mainly for transcripts and name changes. All other information such as grades, graduation information, transfer credit questions, and course registration should go through The Graduate School Office.

**Treasurer’s Office**

170 Calhoun Street
843.953.5572
treasurer.cofc.edu

The College of Charleston offers students enrolled at the college four payment plans to finance the cost of
Academic Fees (including lab and matriculation fees), Housing and Food Service Costs over the period of a semester. (The plan may not be used for May/Summer sessions.) The plan is offered exclusively by the college and replaces any past plans including promissory notes. The plan is offered as a service to the student, allowing the student to finance education and related costs over the period of a semester. The payment schedule calculates the balance remaining after financial aid is applied; financial aid funds, such as loans, scholarships, grants, etc. are not recognized as payments toward the payment plan. Students may still elect to make full payment at time of registration.

Financial Aid
First floor, Lightsey Center
843.953.5540
finaid.cofc.edu

The Financial Aid Office’s official name is the Office of Financial Assistance and Veterans Affairs. If you are receiving financial aid, and all of your financial aid documents are complete, most of your aid will be automatically disbursed to your account for payment of on-campus charges. If the charges are greater than the financial aid, the remaining balance can be paid using your eBill Account. If the financial aid is greater than the charges, an excess aid deposit will be made to refund the remaining financial aid to the student using the direct deposit account information on your eBill. All students are required to have direct deposit information on record.

The College of Charleston offers an installment payment plan, which allows the student/parent to pay tuition, fees, room, and board in four equal installments per semester. Information about this option may be obtained by visiting the Treasurer website or you may call (843) 953-5572. Students with financial aid can use this to pay a remaining balance, or cover part of tuition while completing financial aid documents.

Legal Residency
170 Calhoun Street, Room 100
843.953.7312
legalresidency.cofc.edu

Anna H. Thomas serves as the Legal Residency Coordinator in the Treasurer’s Office. Requirements regarding the 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 fee and tuition purposes can 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 solely for educational purposes does not constitute establishment of South Carolina residency for fee and tuition purposes.

Fee Deadlines
All fees are due and payable in full before or during the official registration period. The billing and due date schedule can be found at treasurer.cofc.edu/billing-schedule. Fees may be paid by Master Card, American Express or Discover Card in person or online through eBill or by check in person, by mail or online through eBill. Payment plans are also available (treasurer.cofc.edu/payment-plan). An online billing statement is available on MyCharleston. Please contact the Office of the Treasurer by phone: 843-953-5572 or online at treasurer.cofc.edu for complete information. It is imperative that all due dates are abided by. Failure to pay the balance due will lead to cancellation of the student’s schedule.

Withdrawal Dates and Refund Schedules
Please refer to the Graduate Calendar for specific dates, or visit treasurer.cofc.edu/tuition-and-fees/refund-policy.

Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act of 1974 is a federal law designed to provide students with greater access to and control over information contained in their educational records while at the same time prohibiting, in most circumstances, the release of any information (other than directory information) contained in those educational records without the expressed and written consent of the student. This law guarantees privacy of student records, open access by students to their records, restricted release of information to specified authorities or others only with written consent, and procedures allowing students to challenge the contents of their records. Forms necessary for release of information or restriction of directory information are provided by the Office of the Registrar. Each campus department may require a signed release specifying the type of information to be released and
to whom. School officials may not disclose personally identifiable information about students, without written permission of the student, unless such action is covered in the exceptions permitted by the act. For the list of exceptions, please refer to FERPA on the website of the Office of the Registrar.

The Graduate School of the College of Charleston designates the following categories of student information as public, or "Directory Information." (The graduate school may disclose such information at its discretion unless a student has filed a request with the Office of the Registrar to prevent its disclosure.) Name, local address, permanent address, telephone number, campus e-mail address, date and place of birth, dates of attendance, current enrollment, photographic images, past and present participation in officially recognized sports and activities, including fraternities and sororities, and physical attributes (e.g., height and weight) of athletic team members. Please refer to the registrar’s website at registrar.cofc.edu for additional information on FERPA and the disclosure of educational records.

**Academic Support**

**Libraries**

**Marlene and Nathan Addlestone Library**
205 Calhoun Street
843.953.5530
cofc.edu/library

The Addlestone Library is the main College of Charleston Library and is also home to Special Collections, the Center for Student Learning, the main campus computer lab, the Media Collection, and Java City Cafe. Graduate students have access to their own study room on the third floor (room 311) of The Addlestone Library.

**Avery Research Center for African-American History and Culture**
125 Bull Street
843.953.7609
avery.cofc.edu

The Avery Research Center for African-American History and Culture houses primary documents and other materials relating to the historical and cultural heritage of South Carolina Lowcountry African-Americans.

**Lowcountry Graduate Center**
5300 International Blvd, Bldg B, North Charleston
843.953.4723
lowcountrygraduatecenter.org

The Lowcountry Graduate Center serves as the home for several College of Charleston graduate programs. All College of Charleston students have access to this library.

**Marine Resources Library**
217 Fort Johnson Road
843.953.9370
mrl.cofc.edu

This library is available to all College of Charleston students, but is primarily used by Marine Biology candidates.

**Communications Museum**
58 George Street
843.953.5810
jrmuseum.cofc.edu

The John Rivers Communications Museum provides communications history and topical social issues presented in a variety of formats.

**Information Technology**
5th floor, BellSouth Building
843.953.3375
it.cofc.edu

**COUGARS Username and Password**

Your COUGARS account is your electronic key to a variety of computing systems and resources at the College of Charleston. As soon as you informed the College that you intended to enroll as a graduate student after being accepted, an email containing your COUGARS account information was sent to you. If you have any trouble accessing your account, please contact the Help Desk.
**MyCharleston**

MyCharleston is the online portal through which you register for courses, audit your degree progress, pay your tuition bill, and access academic forms. To log in, use your COUGARS username and password at my.cofc.edu.

**OAKS**

Some professors will use OAKS throughout your academic career at the College of Charleston. Through this portal (my.cofc.edu), you will be able to access the syllabus, course calendar, discussions and chat rooms, reserve readings, assignments and your grades.

**CMail**

Your email account is automatically created upon enrollment at the College of Charleston. Your CMail account is the only account from which the Graduate School will accept email correspondence.

**Antivirus/Malware Information**

Symantec Antivirus software downloads are required for all student computers connected to the campus network. To access these downloads, visit it.cofc.edu/security/malware.html.

**Peer-To-Peer File Sharing Policy**

The College is committed to preventing, in so far as practicable, the misuse of the College's Computer Network and other Information Technology Resources, including but not limited to the unauthorized distribution of copyrighted material by Users of its Computer Network. It is the College's intent to maintain the integrity of its Computer Network, without unduly interfering with educational and research use, by utilizing the methods described in Section 6.0 of this Policy. This Policy does not ban legal P2P file sharing through use of the College Network, and the College will continue to support technologies that facilitate legitimate information dissemination and academic collaboration.

This Policy applies to all individuals (students, faculty, staff, College volunteers, contractors, consultants and other members of the public) who use the College's Network and/or Information Technology Resources ("Users"). For more information, visit cofc.edu/policies/p2p.

**Center for Disability Services**

Suite 104, Lightsey Center
843.953.1431
disabilityservices.cofc.edu

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

**Office of Research and Grants Administration (ORGA)**

407-G BellSouth Building
843.953.4973
orga.cofc.edu

The Office of Research and Grants Administration (ORGA) at the College of Charleston promotes externally funded research, training, and demonstration projects. ORGA is a central source of information on major government agencies, foundations, and corporations which support research and scholarship. Staff provides assistance to faculty members, administrators, and students from conceptual development and planning through implementation and management of funded projects. Assistance is provided in identifying potential extramural funding sources; developing proposal narratives and budgets; completing standardized application forms; assuring compliance with all applicable federal and state regulations; negotiating grant awards and contracts; and administering funded projects. ORGA provides administrative services for both the Institutional Animal Care & Use Committee (IACUC), the Institutional Biosafety Committee, and for the Institutional Review Board (IRB).

**Center for Student Learning**

Addlestone Library, Room 116
843.953.5635
cls.cofc.edu
Composed of labs and other tutorial services, the CSL provides students with individual or group assistance from trained and experienced staff, faculty, and peer tutors. Students may receive tutoring on a walk-in basis (accounting, math, Spanish and French, writing, speaking) or by appointment (subject area tutoring, all other foreign languages). Supplemental Instruction meeting times are set by semester, and study groups and study skills seminars are scheduled periodically throughout the semester.

**Student Services**

**Career Center**  
Room 216, Lightsey Center  
843.953.5692  
careercenter.cofc.edu  

The Career Center educates, develops, and assists students in successfully meeting the challenges of the ever-changing work environment for which they are preparing.

**Bookstore**  
160 Calhoun Street, Lightsey Center  
843.953.5518  
cofc.bncollege.com  

Barnes & Noble College Booksellers manages the College of Charleston Bookstore. It houses an extensive selection of periodicals, best sellers, and feature titles that reflect the breadth and depth of scholarship at the college. A special section showcases our faculty authors along with books that mirror the interest of our local community.

**Cougar Card Services**  
160 Calhoun Street, Berry Residence Hall  
843.953.1100  
cougarcard.cofc.edu  

Connect to campus life at the College of Charleston by using your Cougar Card to access events, facilities, and services. The Cougar Card is the official College of Charleston identification card. It is issued to all members of the campus community.

Please carry your Cougar Card with you whenever you are on campus to identify yourself as a member of the campus community.

**Resource Coordinator**  
Randolph Hall, Room 207  
843.953.5822  
cofc.edu/crc  

Resource Coordinators assist employees, faculty and students who encounter problems arising from the operation of the college and who request assistance in identifying the proper person, office, policy, or procedure that can best address their particular situation. The Student Resource Coordinator is Deni Mitchell, and she can be reached at 843.953.5822 or mitchellda@cofc.edu.

The role of a Resource Coordinator is to act as an impartial party who gives guidance and/or explanations of policies and procedures. The primary duty of the Resource Coordinator is to listen. The Resource Coordinator has the ability to offer guidance and direction as outlined in the Faculty, Staff and Student Handbooks.

**Dining Services**  
843.953.5539  
campusdish.com/en-US/CSSE/Charleston  

Dining locations include:
- Liberty Street Fresh Food Company at 30 St. Philip Street
- City Bistro at 80 St. Philip Street, Berry Residence Hall
- Stern Center Food Court at 71 George Street
- Chick-fil-A at 80-B St. Philip Street, Berry Residence Hall
- P.O.D. Express at 25 St. Philip Street
- Einstein Bros. Bagels at 699 St. Philip Street McAlister Residence Hall
- Java City in the Addlestone Library
- Market 159 at 159 Calhoun Street, College Lodge Residence Hall

**Attorney Assistance Program**  
Office of Victim Services, 67 George Street  
843.953.2273  
attorneyassistance.cofc.edu  

Going to court is not an anticipated part of the college experience. Unfortunately, life isn't always predictable and the possibility of legal difficulties can arise quite unexpectedly. Wonderful support from our graduates and friends of the College of Charleston community has formed a strong
partnership - a partnership that brings together attorneys who volunteer their time to participate in a program that offers up to one hour of pro bono assistance to members of the College of Charleston community. The generosity of these volunteers makes a profound difference in the lives of our students and staff members who, for a number of personal or financial reasons, may never receive legal counseling.

Health & Mental Health Resources

**Campus Recreation Services**
843.953.5559
campusrec.cofc.edu

**George Street Fitness Center**
50 George Street

The George Street Fitness Center is a 15,000-sq-ft facility complete with a large assortment of treadmills, elliptical machines, and bikes as well as a solid array of resistance training equipment including free weights and dumbbells. The facility is located on the first floor of the Campus Center Apartments building, located between Simons Center for the Arts and Sottile Theatre.

**Johnson and Silcox Centers**
30 George Street and 24 George Street
843.953.9000

One large activity center was formed by combining these two gymnasiums. The F. Mitchell Johnson Physical Education Center (built in 1981) and the Willard A. Silcox Physical Education and Health Center (renovated in 1995) occupy the corner of George and Meeting streets.

Housed in these gymnasiums are four basketball courts, five volleyball courts, six badminton courts, a space for indoor soccer, an indoor running track, a small workout area, locker and shower areas, five racquetball courts (two of which are convertible to squash courts), and a 4,900-square-foot multi-purpose room.

**Swimming Pool**
2nd floor, Stern Student Center

The College's 25-meter swimming pool handles a busy schedule of classes, varsity swim team events, and recreational swim times. Call for scheduling information.

**Outdoor Fields - "The Yard"**
863 Riverland Drive, James Island

A short drive from campus is our 12-acre outdoor recreation site located adjacent to the James Island County Park. "The Yard", as we call it, serves the College's intramural sports leagues and the College's sport clubs.

**Counseling and Substance Abuse Services**

2nd floor, Robert Scott Small Building
843.953.5640
counseling.cofc.edu

The mission of Counseling and Substance Abuse Services is to increase student psychological resilience and personal growth to support persistence and success in school.

Access to counseling is quick and easy. New/Initial Assessment students must come 30 minutes before their appointment to complete essential paperwork. Students who are late will be rescheduled to allow the student and their counselor adequate time to meet and discuss concerns. There is now a $25 late fee charged for all appointments not cancelled within 24 hours of the appointment time. Payment is expected at the time of the rescheduled appointment, and if not paid a hold will be placed on your registration with the Registrar's Office.

**Suicide Awareness and Prevention Program**

Peer Counseling Helpline 843.953.7411
After-hours Counselor on Call 843.953.5611

Counseling staff are available to provide programming and training on suicide to interested classes, groups and organizations. For more information, visit counseling.cofc.edu/crisis.
Office of Victim Services
67 George Street
843.953.2273
victimservices.cofc.edu

Becoming a victim of a crime can happen to anyone and students, active in all facets of community life, are no exception. Faced with a host of critical issues, decisions and problems that can arise if one becomes a victim, life as usual - attending classes, going to work, studying, socializing - becomes anything BUT usual. The specially tailored Office of Victim Services is available for our students no matter where a crime occurs on or off campus, or whether the student elects to file an official police report or not. Certified victim assistance specialists address the immediate and long-term questions and issues (What are my options? What happens if I...? How can I?), handle the non-counseling fallout from the crime (ex., missed classes or work, room change, course disruptions, safety planning and concerns), attend to ongoing distractions or interruptions (involvement in any judicial processes/appearances) and work to resolve any matters or concerns that arise related to the crime and its impact on the college experience. Services are provided within a framework that is 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 through the Office of Victim Services.

Student Health Services
181 Calhoun Street
843.953.5520
studenthealth.cofc.edu

The purpose of the Student Health Service is to provide quality, primary health care in an ambulatory setting.

Our mission is to support wellness, to provide early diagnosis and treatment of the conditions which our students have or develop while in attendance at the College. Additionally, we hope to develop in our students an awareness of the importance of regular health maintenance, and how to utilize 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 body, mind and spirit.

Safety

Public Safety
89 St. Philip Street
843.953.5609 (non-emergency)
843.953.5611 (emergency)
publicsafety.cofc.edu

Emergency Services
89 St. Philip Street
843.953.5499
fireandems.cofc.edu

The College of Charleston Emergency Medical Service exists for the purpose of providing basic level emergency medical care to College of Charleston students, faculty, staff, and community.

In addition to providing medical care, the College of Charleston EMS is also involved in several campus initiatives, including being heavily involved in the placement of automated external defibrillators (AEDs) throughout the campus.

Emergency Call Boxes
Security on the College campus has been enhanced through the installation of 43 emergency call boxes. The boxes, which are orange in color, are for direct emergency contact with Campus Police. However, the boxes may be used for routine assistance such as a flat tire, keys locked in car, etc.

Locations of the call boxes are indicated on the map from Parking Services. Any questions regarding the emergency call boxes should be directed to Campus Police at 843.953.5609.

Criminal Investigations (Detective Unit)
All criminal offenses and suspicious incidents occurring on the College of Charleston campus are sent to our Investigation Unit. Investigators within this unit identify, collect and preserve physical evidence, prepare warrants, work in concert with other law enforcement agencies, prepare for and attend grand jury presentations, apprehend/arrest perpetrators and maintain ongoing case files until disposition has occurred. A senior investigator serves as Unit Supervisor.
Bicycle Operation and Parking Policy

The purpose of this policy is to ensure that safety of both users of bicycles and the College of Charleston community as a whole and to promote the advancement of the College towards a friendly, pedestrian, and environmentally healthy community, while promoting the sustainability and alternate transportation goals of the College and physical exercise. For more information, visit publicsafety.cofc.edu/services/helpfulinfo/bicycles.

Notice of Availability of Annual Security Report

In compliance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” (20 U.S.C. 1092) and implementing regulations (34 C.F.R. 668.46), prospective students are entitled to request and receive a copy of the College of Charleston Annual Security Report. This security report includes crime statistics for the previous three years as well as policy statements and program descriptions concerning campus security (such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims’ assistance programs, student discipline, campus resources and other matters). The report is available online at www.studentaffairs.cofc.edu/annual-security, and in printed form upon request to the Department of Public Safety.

Emergency Weather Plan

843.725.7246
emergency.cofc.edu

In the event of an emergency, the Emergency Weather Plan website will be used to provide timely information and will be updated as soon as new information becomes available. If there is a campus emergency, you also may obtain information from the emergency information hotline.

Please understand that the first priority of all campus workers is the safety of our students and campus community and that, depending on the nature of the emergency, there may be delays in posting information while staff is helping our students.

If a major emergency occurs, the College will activate the Emergency Management Team, which will provide up-to-date information to campus and aid in short-term and long-term decision making.

Transportation & Parking

Parking Services
160 Calhoun Street, Berry Residence Hall
843.953.7834
parkingservices.cofc.edu

Vehicles parked in a College of Charleston parking lot must have a valid permit properly displayed to avoid receiving a parking citation. Parking services issues parking permits for all surface parking lots and magnetic access cards for several garages located near campus.

Student Eligibility

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 first received will have priority.

Accessible Parking

Students who require accessible parking should complete an accessible parking permit application each semester in the Parking Services Office. Please visit the Parking Services website for more information.

Parking Enforcement

In order to provide adequate parking for those who have paid for an assignment, it is necessary to enforce parking and traffic policies set forth in the College of Charleston Parking Guide which is available at our Auxiliary Services office or can be found on our College of Charleston web page. College of Charleston parking and traffic regulations are issued supplemental to all applicable state laws and city ordinances. Authority to regulate parking is granted under South Carolina Revised Statute 56-21-10. For questions regarding parking rules, regulations and availability contact the Parking Services Office 843.953.7834.

CARTA

843.724.7420
ridecarta.com

CARTA (Charleston Area Regional Transportation Authority) service, on all routes, continues to be free for College of Charleston employees and students! Simply show your Cougar Card to the driver as you
board the bus. A separate pass is not required. You must be a student enrolled in the current term or an active employee to take advantage of this free service. Information about bus and shuttle schedules may be obtained online at www.ridecarta.com.

**Cougar Shuttle**
888.960.2227

Cougar Shuttle will pick you up and take you anywhere on the peninsula. This program operates seven nights a week from 11:00 p.m. until 3:00 a.m. during the Spring and Fall semesters. Cougar Shuttle is free to all students who show a current Cougar Card.