• GRADUATE SCHOOL OFFICE
The Graduate School office should be your first stop when you arrive on campus. We handle everything related to academic life, such as information on graduate assistantships, scholarships and abatements, graduation, professional development and internal funding opportunities.
PHONE: 843.953.5614
gradschool.cofc.edu

• ACADEMIC ADVISING
Your program/certificate director will be your first academic advisor. Some programs may designate an advisor to a student with regard to their discipline (MAT, for example). Refer to the Graduate School of the University of Charleston, S.C. for program-specific contacts.
PHONE: 843.953.5614
gradschool.cofc.edu/degree-cert-programs

• LIBRARY RESOURCES
Addlestone Library is where you will spend most of your time. But you’ll also have access to the Marine Resources Library at Ft. Johnson (hmrl.cofc.edu) and the Avery Research Center for African American History and Culture (avery.cofc.edu), as well as the Charleston Public Library, Charleston Library Society, Charleston Historical Society, and the libraries of other local universities.
PHONE: 843.953.5530
library.cofc.edu

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

• CENTER FOR STUDENT LEARNING
The center provides free, comprehensive academic support programs for all students. In addition, limited services are available during certain hours at the School of Professional Studies, North Campus.
PHONE: 843.953.5635
csl.cofc.edu

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

• CENTER FOR INTERNATIONAL EDUCATION
If you want to study abroad, need scholarship help to study abroad, or if you are an international student who needs help with immigration documentation, etc., CIE is your point of contact.
PHONE: 843.953.7661
international.cofc.edu

• INFORMATION TECHNOLOGY
If you want to buy a new computer, or need new software, check the student computing support blog (blogs.cofc.edu/scs/shopping-tips/) for shopping tips, deals and discounts.
PHONE: 843.953.8000
EMAIL: computerinfo@cofc.edu

• REGISTRAR’S OFFICE
The RO maintains student academic records, organizes registration for courses and coordinates students’ direct access to their own records. It is where you go to update your address, access your grades and get a transcript, verify your lawful presence in the U.S., and keep track of the academic calendar.
PHONE: 843.953.5668
registrar.cofc.edu

• LOWCOUNTRY GRADUATE CENTER (LGC)
Located at 3800 Paramount Drive in North Charleston, LGC is a consortium of universities in the area that deliver graduate-level courses leading to degrees and certificates during weekday evenings and weekends. Programs are often interdisciplinary in nature. The primary member institutions are the Graduate School of the University of Charleston, S.C., the Medical University of South Carolina and The Citadel.
PHONE: 843.953.4723
lowcountrygradcenter.org

• OFFICE OF RESEARCH AND GRANTS ADMINISTRATION
ORGA can help you find funding for research, apprise you of the Responsible Conduct of Research guidelines and approve your research on human or animal subjects.
PHONE: 843.953.5885 or 5673
orga.cofc.edu
• BILLING
All billing is done electronically. EBills will be sent to your official Graduate School of the University of Charleston, S.C. email address and to anyone else you have authorized to receive an eBill. You can view charges and payments through your MyCharleston account 24/7.

PHONE: 843.953.5572
treasurer.cofc.edu

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

PHONE: 843.953.1100
cougarcard.cofc.edu

• BOOKSTORE
Barnes & Noble is the official bookstore of the Graduate School of the University of Charleston, S.C.

PHONE: 843.953.5518
cofc.bncollege.com

• DINING SERVICES
Between classes, work, meetings and your social life, there’s no time to prepare great food. Relax! You do have options.

PHONE: 843.953.5539
charleston.campusdish.com

• FINANCIAL AID AND SCHOLARSHIPS
Business related to federal student aid, graduate assistantships, grants, scholarships, loans, etc., is handled by the Office of Financial Assistance and Veterans Affairs.

PHONE: 843.953.5540
finaid.cofc.edu

• PARKING
Graduate students are eligible to apply for space in surface lots or parking garages; parking permits are issued on a space-available basis. If you are a staff member (a temporary employee or graduate assistant, for example) of either the Graduate School of the University of Charleston, S.C., or the College of Charleston, you are eligible to receive a $7.00 discounted daily rate in the parking garages for which the university issues permits. All you have to do is present your Cougar ID when you leave the garage.

PHONE: 843.953.7834
parkingservices.cofc.edu

• OFF-CAMPUS HOUSING
The Graduate School Office can help you with off-campus housing options. You can also go to the residence life website (reslife.cofc.edu/off-campus) for current rental information.

PHONE: 843.953.5614
gradschool.cofc.edu
• HEALTH, FITNESS, FUN
Campus Recreation Services provides facilities and a variety of activities that contribute to the overall health and well-being of the College community.
- Intramural sports – competitive activities in a number of individual and team sports
- Sport clubs – club programs for individuals with a common sport interest
- George Street Fitness Center – a 15,000-square-foot activity center, stocked with the latest cardio equipment and an impressive line of free-weights, resistance-training equipment and weight machines
PHONE: 843.953.5559
campusrec.cofc.edu

• BECOME A FAN
Our intercollegiate athletics program offers students the opportunity to enjoy NCAA Division I play at its best.
PHONE: 843.953.5556
cofcsports.com

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

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

• CLUBS AND ORGANIZATIONS
There are a number of clubs and organizations specifically for graduate students.
- Graduate Student Association
- Graduate Students of Color Association
- Organizations specific to individual graduate programs
PHONE: 843.953.5614
studentlife.cofc.edu

• REGISTER TO VOTE
As individuals who have opinions and ideas, it is important that public officials listen to you and pay attention to your opinions on issues that have an impact on you and on our society. It all comes down to you voting on Election Day, so remember to register and vote!
PHONE: 843.953.2211
go.cofc.edu/voterreg

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

• INSTITUTIONAL DIVERSITY
Diversity is the bond that unites us as a campus community.
- The Office of Institutional Diversity creates educational, social, cultural and outreach programs throughout the year.
PHONE: 843.953.5079
diversity.cofc.edu
- The Office of Multicultural Student Programs and Services provides a welcoming and inclusive environment that meets the particular needs of underrepresented populations.
PHONE: 843.953.5660
msps.cofc.edu
- Religious Life Council members provide spiritual support and counsel to any students who seek it, and help them see how their faith fits into the “big picture.”
PHONE: 843.953.2211
go.cofc.edu/rlc

• RILEY CENTER
Services include: community research, education and practice; nonprofit and local government support; health and sustainability; public safety; education, arts and culture; urban design, planning, and housing.
PHONE: 843.953.6100
riley.cofc.edu
STAYING SAFE

• IN CASE OF AN EMERGENCY
Within minutes, the College can notify students and parents of a campus crisis or emergency through its CougarAlert system. Therefore, it is important that you keep your contact information up-to-date at all times. You do this through MyCharleston.
• Click on the “academic services” tab, then on the “Banner Self-Service” link in the third column.
• Select the “personal information” link, and update email addresses and phone numbers through the “CougarAlert” link.

• COUGAR SHUTTLE
This service is available at no charge to our students with a Cougar Card – seven nights a week during the spring and fall semesters, from 11:00 p.m. until 3:00 a.m.
PHONE: 888.960.2227
go.cofc.edu/cougarshuttle

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

• EMERGENCY PHONE DIRECTORY
Keep these numbers in your phone.

1. College emergency notification line: 843.725.7246
2. Charleston Police Department: 843.577.7434
3. Crime action line: 843.953.4998
4. College EMS: 843.953.5611
5. Public Safety (emergency): 843.953.5611

6. Fire and Life Safety: 843.953.5611
7. Hearing impaired: 843.953.1419
8. Relay South Carolina (disability access)
   • 800.735.2905 (off campus)
   • 9-711 (on campus)
   • TYY: 843.953.5611 (off campus)
   • 9-711 (on campus)

• STUDENTS’ RESPONSIBILITIES AND RIGHTS
By enrolling at the university, you are responsible for adhering to its regulations and codes. It is up to you to become familiar with the academic and conduct regulations that govern your eligibility to continue at the College.
Examples include:
• Academic Integrity and the Honor Code
• Student Code of Conduct
• Alcohol and Substance Abuse Policy and Alcohol Amnesty Policy
• Peer-to-Peer File-Sharing Policy
• College of Charleston English Fluency Policy
• Student Grievance Procedure
• Adjudication of Violations Within the Community
• Student Sexual Misconduct Policy
PHONE: 843.953.5522
deanofstudents.cofc.edu

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

• MAKING GOOD CHOICES
The staff of Counseling and Substance Abuse Services is here to listen and to help you make good choices. They can provide you with the tools you need to thrive in your circumstances.
They offer individual and group counseling, and concrete steps to take so that you can move forward.
PHONE: 843.953.5640
counseling.cofc.edu

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

• REGISTER YOUR BICYCLE
If you bring a bicycle to campus, you must register it with the Office of Public Safety. When you do, please bring the bike with you so that all identifying information can be recorded on the registration form. There is no charge for bike registration. You can also register your computer, iPad and other electronic devices with public safety.
PHONE: 843.953.5609
publicsafety.cofc.edu