

New Graduate Student Checklist

The policies and procedures written in the *Graduate Catalog*, the *Graduate Student Handbook*, and the *Nondiscrimination and Harassment Policies brochure* maintain the academic integrity of graduate programs at the College of Charleston. The policies with the most impact on your success as a graduate student are outlined below. The full policy can be found at the location identified. Prior to beginning your matriculation at the College of Charleston, you must read and initial each policy written indicating that you have read and fully understand them in their full context.

Last Name	First Name	CWID
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_____ I have read and understand the policy on academic dismissal found in the 2011/12 *Graduate Catalog* on page nine. I understand that if I receive three grades below the grade of “B” or one grade of “F” in my program that I will be withdrawn from the Graduate School for one calendar year and will need to reapply.

_____ I have read and understand the policy on academic probation found on page nine of the 2011/12 *Graduate Catalog*. I understand that I must maintain a cumulative grade point average of 3.0 on a scale of 4.0 in my program. If my GPA falls below 3.0, I will be placed on probation.

_____ I have read and understand the policy on leave of absence found on page ten of the 2011/12 *Graduate Catalog*. I understand that if I need to take a semester off from class that I will submit a leave of absence request to the Dean of the Graduate School before the withdrawal deadline of that semester.

_____ I have read and understand the policy on student grievances found on page 11 of the 2011/12 *Graduate Catalog*. I understand that should I have a dispute with a member of the College of Charleston community that cannot be resolved between the two of us, a formal procedure is available. I will begin the resolution process with my program director.

_____ I have read and understand the Confidentiality of Student Records (FERPA) policy found on page 14 of the 2011/12 *Graduate Catalog*.

_____ I have read and understand the policies on nondiscrimination and harassment found in the *Nondiscrimination and Harassment Policies* pamphlet.

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_____ I have read and understand the policies on Peer-to-Peer File Sharing found on page six of the 2011/12 *Graduate Student Handbook*.

_____ I agree to abide by all additional policies including those published by the College of Charleston in the *Graduate Catalog* and the *Graduate Student Handbook* and those available through the College of Charleston Policy website, policy.cofc.edu.

Signature

Date

Print Name

CWID

Graduate Program

The Graduate School Office will accept this form
in person, by mail, as an email attachment and by fax.

By Mail/In Person

Fax: 843.953.1434

College of Charleston

The Graduate School

Email: GradAdmissions@cofc.edu

66 George Street

310 Randolph Hall

Phone: 843.953.5614

Charleston, SC 29424

Congratulations on your acceptance to The Graduate School of the College of Charleston. The information below will help as you begin your post-graduate career. Be sure to read this carefully, and contact the Graduate School Office if you have any questions.

Orientation

To prepare you for your career as a graduate student, you will want to attend the Graduate Student Orientation. An invitation will be sent to your email address with the date, time and location for this event. Information can also be found on our website under the Current Students tab.

MyCharleston

Accessing Your MyCofC Account

As an applicant, you received a secure link to create a temporary portal account to check your application on <http://my.cofc.edu>. As a new graduate student, you will be issued new information to create a permanent account with us, which will come in the form of an email from CofC Admissions, sent to the personal email address you included in your application. You will need to know your Campus-wide ID (CWID) to activate your account; this information is included in your acceptance letter.

If you already have a permanent portal account because you are an employee or alumnus of the College of Charleston, contact the Help Desk (helpdesk@cofc.edu) so they can merge your accounts. Be sure to have your CWID handy when making that call.

If you have difficulty with your MyCharleston account, please contact the Help Desk; make sure you include your full name, your birthdate (MMDDYY) and your CWID when writing to or speaking with the Help Desk.

Registering for Class

It is important to register for class as soon as you clear your Program of Study with your Program Director. To register for class, log into MyCofC and click on the Academic Services tab. The fourth box in the middle column, Registration Tools, has all the resources necessary for finding and enrolling in a class.

Paying Your Bill

Tuition bills are sent from the Treasurer's Office to your CMail account, the official email for College of Charleston students. All fees are due and payable in full before or on the due date shown on the first bill for the semester. Cancellation of your registration will occur if payment is not received by its due date. To pay your bill, log onto MyCofC and access your account from the "My Accounts" tab.

While paying your bill, you will want to update your bank account information for direct deposits. Since payments and refunds will only be done electronically, it is vital that the College has your proper contact information and bank account numbers on file. If you would like to give any authorized users (such as a parent or spouse) access to your student billing account, you can establish that on eBill as well.

CMail

CMail is accessible in your MyCofC account and is the official email for you as a graduate student at the College of Charleston. Your professors, all College offices, and all student organizations send information only to your CMail account.

Student Health

The completed Student Health Form is required upon acceptance to the Graduate School. This form is accessible at <http://studenthealth.cofc.edu/health-form/index.php>. Should you have any questions about this form, please contact Student Health Services at 843.953.5520.

Student Health Insurance is available on a limited basis to College of Charleston students. To learn more about the options on campus, visit <http://studenthealth.cofc.edu/insurance/index.php>.

Financial Aid

If you haven't already done so, file your Free Application for Federal Student Aid (FAFSA). The website to access this paperwork is www.fafsa.ed.gov. Even if you don't plan on obtaining student loans from the federal government, your FAFSA application will help you apply for other scholarships. To qualify for Federal Financial Aid, you must be enrolled in at least three graduate credit hours. The summary of the cost of tuition and fees for both in-state and out-of-state students for this academic year is included in this packet. The Financial Aid office will determine what you will be required to pay, but all payments must be made to the Treasurer's Office. As mentioned previously, you may pay your bill online in your MyCofC account or at the Treasurer's Office.

Undergraduate Courses

If you are required to take undergraduate pre-requisite courses, you must take at least 50% of your courses at the graduate level each semester to qualify for Federal Financial Aid.

Summer School Students

If you plan to take courses during the summer, please remember that you must be enrolled in either a Maymester, May evening or Summer I Day course(s) to be eligible for Federal Financial Aid over the Summer terms. If you are enrolled in Summer Evening and/or Summer II only, you will not be eligible for Federal Financial Aid. You must also already be enrolled in the classes for which you wish to receive Federal Financial Aid prior to being awarded aid for the Summer term. For financial aid deadlines and other important information, please consult the Financial Aid website at <http://www.cofc.edu/finaid/>.

Certificate and Non-Degree Students

As a graduate certificate or a non-degree student, you will not be eligible for federal financial aid, internal scholarships or internal grant support. There are private or alternative options, and we encourage you to contact the financial aid office to learn more about financing your education. You can also find additional opportunities on the Graduate School website under *Paying for Graduate School*.

Student Forms

There are various forms and other paperwork you will need to complete as a graduate student. These forms are accessible from our website under the Academic Policies and Resources subpage of the Current Students page. Such forms include applications for assistantship opportunities, the Graduate Scholars Award application, course related forms and the *Graduate Student Handbook*.

Graduate School Office

If you ever need to reach our staff, our office is open Monday through Friday from 8:30 a.m. until 5:00 p.m. Below are various ways you can contact us:

Website: <http://gradschool.cofc.edu>

Phone: 843.953.5614

Fax: 843.953.1434

Email: gradstud@cofc.edu

Location: 310 Randolph Hall

On Campus Student Resources

Cougar Card Services:	843.953.1100	http://cougarcard.cofc.edu/
Legal Residency:	843.953.7312	http://legalresidency.cofc.edu/
Office of Victim Services	843.953.2273	http://victimservices.cofc.edu/
Parking Services:	843.953.7834	http://parkingservices.cofc.edu/
Public Safety Emergency:	843.953.5611	http://publicsafety.cofc.edu/
Public Safety Non-Emergency:	843.953.5609	http://publicsafety.cofc.edu/
Registrar's Office:	843.953.5668	http://registrar.cofc.edu
Residence Life:	843.953.5523	http://reslife.cofc.edu/
Treasurer's Office:	843.953.5572	http://treasurer.cofc.edu/

Graduate School Office Directory

Ms. Regan Fantry	Director of Student Records	fantryr@cofc.edu
Mrs. Susan Hallatt	Director of Graduate Admissions	hallatts@cofc.edu
Mrs. Niki DeWeese Leiva	Director of Information & Recruitment	deweesen@cofc.edu
Dr. Amy McCandless	Dean, GSA Advisor	mccandlessa@cofc.edu
Dr. David Owens	Associate Dean, GSA Advisor	owensd@cofc.edu
Ms. Regina Semko	Assistant to the Dean, Office Manager	semkor@cofc.edu