

THE COLLEGE BOOKSTORE

The College bookstore (Lightsey Center on Calhoun Street) carries textbooks, academic software, clothing, gifts and more! You can do business 24 hours a day, seven days a week on their fully secure website (cofc.bncollege.com).

The bookstore accepts cash, check, Visa, MasterCard, American Express, Discover or a Cougar Card (the College's pre-paid debit card).

THE CAMPUS

Use our online map (cofc.edu/visit/index.php) to familiarize yourself with the campus, and the building acronyms (registrar.cofc.edu/courses/index.php) that you'll use to locate your classes.

Stern Student Center (sterncenter.cofc.edu) is where you'll find a fitness center, swimming pool, game room, computers to check email and places to study between classes.

Center for Student Learning (CSL) is located in the Adlestone Library. Trained and experienced CSL staff, faculty and peer tutors provide individual and/or group assistance and other tutorial services to all College of Charleston students. (cofc.edu/studentlearningcenter)

Cougar Card is your official student ID. Bring a current, government-issued photo ID to Cougar Card Services (first floor, Joe E. Berry Residence Hall, Calhoun-Street side).

Meal plan information. There are a variety of options for students who are living in residence halls or off campus. Go to (campusdish.com/en-US/CSSE/Charleston/MealPlans/MealPlans.htm) or call 843-953-5539.

Parking. All vehicles parked in a College of Charleston lot must have a valid permit properly displayed. Parking services (first floor, Joe E. Berry, Jr. Residence Hall, Calhoun-Street side) issues permits for all surface parking lots and magnetic access cards for several garages located near campus.

Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday.

If you need information, go to the parking services website (parkingservices.cofc.edu/parking/index.php), email them (parkingservices@cofc.edu), or call the office (843.953.7834).

ADDITIONAL RESOURCES

Student Health Services studenthealth.cofc.edu; healthservices@cofc.edu; 843.953.5520

Counseling and Substance Abuse Services counseling.cofc.edu; 843.953.5640

undergraduate catalog catalogs.cofc.edu

staying fit campusrec.cofc.edu/fitness/index.php

clubs and organizations studentlife.cofc.edu/clubs-and-organizations/index.php

CONTACT INFORMATION

Office of Admissions

Craig Building (across George Street from Porters Lodge)

adu@cofc.edu

843.953.5620

office hours: Monday – Friday, 8:30 a.m. – 5:00 p.m.

Nondegree-seeking students have the privileges and responsibilities of other students attending the College of Charleston. Please familiarize yourself with the Honor Code and Student Handbook at studentaffairs.cofc.edu/honor-system.

TUITION

The College does not mail hard-copy billing statements to permanent/ billing addresses. Instead, you must use the eBill system (https://secure.touchnet.com/C20590_tsa/web/login.jsp) to pay your tuition. Sign in by using your college-wide ID number (CWID).

The College accepts MasterCard, Discover and American Express only. When you pay by credit card online, you will be charged an additional fee of 2.75% on each payment you make. If you pay by credit card in person at the Treasurer's Office (170 Calhoun Street), you will not be charged an additional fee. The College does not accept credit card payments by phone, fax or mail.

You may also pay your tuition by check online. There is no additional fee attached to this method of payment.

Through MyCharleston, you can set up authorized users on your account (if you choose to grant access to other individuals), check your balance and make payments, and check the due dates through the Treasurer's Office website (treasurer.cofc.edu).

If you have questions concerning the eBill system, please contact the Treasurer's Office at 843.953.5572.

Financial aid is not available for nondegree-seeking students. You might be eligible to apply for grants and scholarships for adult students. Check them out at admissions.cofc.edu/applyingtothecollege/otherapplicants/adultstudents.php.

REGISTRATION

To begin with, admissions counselors can help you register for courses and subsequently to drop and/or add, where prerequisite courses, your standing or other parameters are required. Transcripts may be required in order for the counselors to verify that you have completed a prerequisite course. Once the official drop/add dates have passed, you must direct requests for schedule changes or withdrawals to the registrar's office registrar@cofc.edu.

Note: Official transfer credit evaluations are not routinely available for nondegree-seeking students.

If the courses you want to take do not have prerequisites or restrictions attached to them, you may add, drop and/or withdraw from courses through MyCharleston. Click on the "academic services tab" and look for the "registration tools" channel. To see which courses are available, click on "look up classes." Select the appropriate term and use the search options. Please note that you must supply a subject, but all other fields are optional. To add or drop/withdraw from a course, choose "add or drop courses."

Placement tests may be required to determine your level of proficiency in a particular subject area. You can access the individual tests through MyCharleston by clicking on the "academic services tab."

ABSENCES

If illness or personal situations are causing you to miss an excessive number of classes, download the proper form from the student affairs website (studentaffairs.cofc.edu/services/absence.php), or call the office at 843.953.5522.

TECHNOLOGY

MyCharleston (my.cofc.edu) is your secure gateway to the College's online services through which you can access and manage academic information and services quickly and easily.

Unless the Office of Admissions has communicated directly with you regarding your permanent credentials, you should use your College of Charleston ID number and the password you created when you logged in the first time. If you've already logged in and set up your MyCharleston account, but have forgotten your password, select the "forgot password" link at my.cofc.edu and answer the security questions you set up the first time you logged in. If you did not set up security questions, you must email helpdesk@cofc.edu, or call 843.953.3375.

Campus wireless network provides the College of Charleston community with secure wireless network access within the boundaries of the downtown campus. In order to automatically configure your device for the College's secured wireless network, access a Web-based utility through wireless.cofc.edu.

Your College of Charleston email account, which you were assigned when you were accepted, is the way in which the College will conduct official school business with you. It is important that you check it frequently. You'll receive instructions for setting up your account through the email account you used on your admission application, then set your password and access your email account through MyCharleston (my.cofc.edu).

If you have questions about your official college email, please email helpdesk@cofc.edu or call 843.953.3375.

CougarAlert is the College's emergency mass notification system. You can go to cofc.edu/emergency/cougaralert.html and register up to six telephone numbers and two email addresses that you want to receive alerts through MyCharleston.

OAKS is a course information system that our faculty uses. You'll see the OAKS link at the top menu bar of your MyCharleston account. If you have questions about OAKS, or need help using OAKS, please contact student support services in the Adlestone Library.

For problems with your login or other technical issues, please email the helpdesk@cofc.edu or call them at 843.953.3375.