We encourage families of new students to visit the website we’ve designed especially for you (cofc.edu/parents/). Sign up there for our parent listserv to connect with other families and exchange information and tips.

### SET UP PERMANENT MYCHARLESTON AND EMAIL ACCOUNTS

**MYCHARLESTON (MY.COFC.EDU):** As soon as your son/daughter has paid the tuition deposit, they must change their status from applicant to College of Charleston student in both their MyCharleston and email accounts. The College will send an email to the personal email address used on their application to the College. That email will contain a link, a new username and password, and instructions for setting up their permanent student Cmail account. When they click on the link and log in with their new username and password, their account will be activated. Your son/daughter must discontinue use of the temporary/applicant MyCharleston login.

If they have not received an email with instructions on how to set up their permanent MyCharleston account, they should contact helpdesk@cofc.edu or 843.953.3375.

**EMAIL ACCOUNT:** The College assigned your son/daughter an email account after they paid the tuition deposit. We will use this account for all College of Charleston-related business. They should check their College account weekly before they come to school. They can access their student email by logging on to their MyCharleston account and clicking on the “cmail” icon to access their inbox.

### PAYING BILLS

Students have to register for classes before the Treasurer’s Office can create a bill. Billing begins on or about July 1. If your student attends an orientation session after July 1, the eBill will go out just after orientation.

Because of the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may not share student financial records with a third party without the student’s written consent. Therefore, if you will be participating in the bill-paying process, your son/daughter will have to make you an authorized user so that you may view their account information and make payments on their behalf. Go to treasurer.cofc.edu/ebill/index.php for instructions.

Bills go through students’ MyCharleston eBill account. The College accepts cash (in person in the Treasurer’s Office only), money orders, cashiers checks, personal checks, electronic checks, MasterCard, American Express and Discover. There is a 2.75% convenience fee for each online credit card payment. No payments by phone.

If you have questions about the way the system works, we recommend that you take a look at the eBill tutorials on the Treasurer’s Office website (go.cofc.edu/ebilltutorials).

### MEAL PLANS (cofc.edu/diningservices)

Freshmen who live on campus must select a meal plan, and they make their choice when filling out the housing application (see housing information). They can change the type of meal plan they want at any time over the summer (especially since they’ll get more information about their options during orientation). However, there is a deadline by which the final choice must be made. It is 5:00 p.m. of the fifth business day from the start of classes (counting the first day of class). Fall semester classes begin on a Tuesday, so the final decision has to be made by the following Monday.
FINANCIAL AID AND SCHOLARSHIPS

NOTE: All communication regarding scholarship offers and financial aid packages will be between the financial aid office and students only. We do expect that students will communicate openly with their parents regarding financial matters, especially when it comes to paying for a college education.

SCHOLARSHIPS: Academic scholarships are highly competitive and based upon limited available funding. Students who have been awarded academic scholarships will receive email notification by March 15.

• It will go to the College of Charleston email account of those students who have already set up their permanent student email account.
• For those students who haven’t yet set up their permanent College email account, it will be sent through the personal account they used on their admissions application. If this is the case, the email from the financial aid office will contain explicit instructions for setting up their permanent MyCharleston and email accounts.

Students have to log into their permanent MyCharleston account to accept the terms and conditions of awards. They must pay their admission deposit by May 1 to confirm scholarship acceptance. If the deposit is not paid by May 1, scholarship offers are subject to cancellation without further notice.

NOTE: Accepting the College’s offer of admission does NOT constitute an acceptance of a scholarship offer.

FINANCIAL AID: In order to be eligible for the most comprehensive aid package possible, students should file their FAFSA by the March 1 priority date. Students who file their FAFSA after March 1 will still be considered for aid, but the sources will be limited. The email notifying entering freshmen that their financial aid awards are available in MyCharleston will be sent on or about April 1. It will go only to the student’s permanent College of Charleston email account.

Students must read the terms and conditions of the awards and agree to them before they can see the awards. Then, they must accept or decline each individual award and when they have finished, click on the “submit” button at the bottom of the page.

The financial aid package is based on the assumption that the information submitted on the FAFSA was accurate. However, the financial aid office is required to adjust the aid package if that data is found to be inaccurate. Financial aid will contact students selected for verification of applicant data and/or to collect additional documentation as needed. Every 30 days a missing information notice will be emailed to students informing them of what they need to do. The email will instruct them to go into MyCharleston and check “financial aid requirements.” They’ll see links to whatever they need to do.

NOTE: Students – and parents, if they have accepted loans to help finance the student’s education – pay attention to the financial aid requirements set in MyCharleston and follow the links to complete the student and/or parent PLUS loan process. Additional requirements may be added periodically over the summer. So, it is important to check for financial aid requirements frequently. See the financial aid website (finaid.cofc.edu) for more information.

HOUSING INFORMATION

If your son/daughter plans to live on campus, they must first pay the housing deposit. Once the deposit has been received, your student must complete the housing application (through MyCharleston) no later than May 1 in order to be guaranteed campus housing.

• **STEP ONE**: Pay the $200 housing deposit.
• **STEP TWO**: Students will use the MyHousing/Dining icon in MyCharleston to get to the housing application, then select “2014-15 housing application.”
• **STEP THREE**: They’ll complete steps 1-10. Sections cover contact details, meal plans, the housing contract, hall preferences and roommate requests. Their answers to questions about study and sleep habits, keeping rooms neat (or not), etc., will help residence life match students with roommates who have similar habits.

NOTE: Hall preferences and roommate request are not guaranteed.
NOTE: All steps must be completed by May 1 in order for your student to be guaranteed campus housing.

Housing assignments are released in late summer and will be available through MyCharleston in the housing application section. The date and time of the release will be posted on reslife.cofc.edu. Please encourage your son/daughter to check the site beginning in mid-June.

Move-in weekend will run from Friday, August 15, through Sunday, August 17. In early August, the residence life staff will mail to students a parking pass for their move into the particular residence hall to which they have been assigned. In order for everything to go smoothly, students must move in on their designated days and times.

REQUIREMENTS:

- **January 1 - August 31**: Thinking about and doing between January 1 and August 31.
- **August 17**: Students must move in on their designated days and times.
- **August 18**: Students a parking pass for their move into the particular residence hall to which they have been assigned.
- **August 18 - 31**: Move-in weekend will run from Friday, August 15, through Sunday, August 17.

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