



Applicants receive an application tracker (AppTracker) to check the status of their application, test scores, transcripts and more. Admitted students access MyCharleston to verify admission status, view and accept financial aid awards, pay deposits and tuition bills, and see transfer credit evaluations.

## HOW DO I LOG INTO MYCHARLESTON...

**for the first time?** After you've been admitted, the Office of Admissions will email you a unique link and instructions. Your username will be your College ID number; you will be prompted to create your password. Be sure to submit security questions and take note of your ID number. You will need them to retrieve your password if you forget it.

**after I've set up my account?** Log into MyCharleston at [my.cofc.edu](http://my.cofc.edu) using your College ID number and password.

**after I've paid my enrollment deposits?** The Information Technology Helpdesk will email you permanent login credentials, so you can have access to the MyCharleston student tabs. Your username will then become a combination of your last name and first initials; you will no longer use your ID to login.

**WHAT IF I HAVE FORGOTTEN MY PASSWORD?** If you've logged in and created your account but forgotten your password, select "Forget Password" at [my.cofc.edu](http://my.cofc.edu), enter your College ID number as your username and answer your security questions. If you did not set up security questions, you must contact [helpdesk@cofc.edu](mailto:helpdesk@cofc.edu) or call 843.953.3375 to reset your password. (Note: Helpdesk will ask for your ID number.)

**WHAT IF I HAVEN'T RECEIVED AN EMAIL WITH LOGIN INSTRUCTIONS (OR I CAN'T FIND IT)?** Check your spam folder. If you did not receive your initial email or have misplaced it, contact [mycharlestonapplicant@cofc.edu](mailto:mycharlestonapplicant@cofc.edu). Typically, you'll receive an email at the address provided on your application within four days.

**DO I USE THE USERNAME/PASSWORD I SET UP WHEN APPLYING FOR ADMISSION?** No, the online application is a completely different system; your username and password will not work in MyCharleston.

**WHAT IF I AM LOCKED OUT OF MYCHARLESTON?** Contact [helpdesk@cofc.edu](mailto:helpdesk@cofc.edu).

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## MYCHARLESTON IS THE PLACE TO:

» **PAY ENROLLMENT DEPOSITS.** Your enrollment deposit includes your tuition and housing deposits (both non-refundable). To pay your enrollment deposits:

1. Log into MyCharleston.
2. Select the My Accounts tab and click eBill.
3. Select the eDeposits tab and click the appropriate term (fall or spring).
4. Select deposit type from the dropdown menu.

You must complete individual transactions for each type of deposit (e.g. tuition and housing). You can also pay your housing application fee here.

» **VIEW TRANSCRIPT EVALUATIONS.** Once you've been offered admission, the Registrar's office will complete your transfer credit evaluation. You can view your transfer credit evaluation in Degree Works. **If you have paid your deposit**, Degree Works is located on the Academic Services tab in MyCharleston. **If you have not paid your deposit**, Degree Works is located on the Admissions Status tab in MyCharleston.

» **VIEW FINANCIAL AID AWARDS.** The financial aid office will email you once you have been awarded financial aid or you have a FAFSA on file. You will then have access to the Financial Aid tab—where you can see your award or missing items. If you are logging in for the first time, you must login, logout and login again to access the Financial Aid tab.

» **APPLY FOR HOUSING.** Your housing application is available only after you pay your enrollment deposits and \$50 housing application fee. To submit your housing application:

1. Log into MyCharleston.
2. Go to the Academic Services tab.
3. Click MyHousing to begin your application.

» **REGISTER FOR ORIENTATION.** You may only register for orientation once your tuition deposit has been processed. To register for orientation:

1. Log into MyCharleston.
2. Select the Academic Services tab.
3. Go to the orientation box in the first column.

You must complete the questionnaire in the orientation registration booklet before you can register.

**Note: Transactions may take up to 48 hours to process.**