Thank you for your time and effort in helping us recruit top talent for the College of Charleston. Your collaboration is critical to our success and we look forward to your continued support.

Being a **Cougar Parents & Alumni Working with Students (PAWS)** member is one of the most rewarding ways to stay connected with the College. You are able to share your experiences with prospective students and family members to help students make an informed decision when it comes to the next chapter in their lives. Whether as an alum or parent, you offer a unique perspective and can make a profound impact on a future Cougar.

We’ve created this handout to help you as you meet with students at college fairs and at regional receptions. We’ve provided a list of questions and answers that almost every student asks, and have defined different volunteer opportunities for you to choose from.

We aim to make continuous improvements to this program and to your volunteer experience. Therefore, your feedback is essential. Please complete the evaluation form after each fair or high school visit, and send us your ideas. Your feedback is evaluated as we make plans for next year.

Thank you from all of us at the Office of Admissions.

Go Cougars!

Jimmie Foster, Jr.
Vice President of Enrollment Planning
College of Charleston
Volunteer Roles & Responsibilities

SERVE AS A POSITIVE AMBASSADOR FOR THE COLLEGE AT COLLEGE FAIRS
You may be asked to assist an Admissions Counselor and/or represent the College of Charleston at an assigned booth or table where students and parents seek information about colleges.

HOST OR CO-HOST YIELD/SEND-OFF RECEPTIONS
You may wish to host a reception for prospective and/or admitted students who live in your surrounding area or serve as a co-host at a reception in your area.

CONTACT STUDENTS VIA CALLING CAMPAIGNS OR EMAIL
The students we admit are highly qualified and typically garner a high level of attention from the many colleges that admit them. Your personal contact with students and/or their families can make a difference in the college they ultimately choose.

VISIT AND ESTABLISH RELATIONSHIPS WITH LOCAL HIGH SCHOOLS
You may be asked to reach out to high schools in your area by delivering current College information, offering to meet with guidance counselors and/or prospective students.

PARTICIPATE IN OCCASIONAL VOLUNTEER TRAINING EVENTS ON CAMPUS/IN YOUR LOCAL AREA
Information sessions and training events will be organized on campus and in various regions throughout the year to support your efforts to recruit students.

MAINTAIN UP-TO-DATE INFORMATION ABOUT THE COLLEGE
Various materials will be available, in addition to the college website, to serve as references for current information about the College.

TIME COMMITMENT
Approximately 15 hours per year will be required, depending on the tasks with which you agree to assist.

MEMBERSHIP
To become a Cougar PAWS member, you will complete the volunteer form. Please email admvolunteers@cofc.edu.
**College Fairs**

This is when students discover colleges and often make their selection. They are inquisitive and eager to learn why a college or university is unique.

Parents and students alike come to fairs with all sorts of questions. We’ve provided you with a list of the typical questions and the corresponding answers to peruse before the fair begins. The main goal is for you to share with them your insights (as an alum or parent) into the College and the value of a College of Charleston degree.

Invite them to explore our website or contact the Office of Admissions.

To get the conversation started, ask:
- What grade are you in?
- What are you interested in studying?
- Have you visited campus?
- What do you already know about the College of Charleston?

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**COLLEGE FAIR GUIDELINES**

**Before**

**Be prepared.** You will be asked questions. Our most frequently asked questions are on page 7.

**Be early.** Plan to arrive at least 30 minutes ahead of time. If something comes up, give us a call at 843.953.5670.

**Be reflective.** Take time to think about your CofC experiences and what makes the College unique.

**Check-in.** Register with the host at the Entrance.

**Set up.** Use CofC table banner to cover the table. Display CofC materials so that they are visible. Stand up photo chart or your tablet to display photos.

**Look the part.** Wear your CofC name tag, dress professionally, and wear comfortable shoes.

**Enjoy a snack.** Most college fairs offer complimentary drinks and treats to enjoy before the fair begins.

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**During**

**Stand behind the table.** Never in front or in the aisle.

**Share Cougar Pride.** The goal is to communicate to students your experience with the College. Share with them your personal story.

**Information cards.** Ask students to complete an information card. Make notes of any students you think my need special attention or are very interested in the College.

**It’s OK if you aren’t able to answer.** If asked a question you don’t know, direct students to our website and encourage them to contact us directly at admissions@cofc.edu.

**Stay to the end.** Please remain until the end of the fair.

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**After**

**Wrap up.** Gather all materials and return to Admissions. Make sure area is clean of debris.

**Event evaluation.** Complete the fair’s evaluation if provided. If you are asked for an email, please use admvolunteers@cofc.edu.

**Provide feedback.** We will ask you to complete an online evaluation of the fair. This is a short online survey that will be sent to you within 48 hours after the fair.
HOSTING REGIONAL RECEPTIONS

With your help, the College hosts receptions for prospective and admitted students and their families to learn more about CofC, meet alumni and make friends. Receptions are typically an hour and a half and held either on a weekday evening or weekend afternoon. Venues may be at your home, a restaurant or another suitable venue of your choosing. Over the years, these receptions have taken many shapes including a pizza party, potluck, country club reception, dessert bar, and more. Get creative!

Event Types

Yield receptions. Held in late February and early March, these receptions are informal gatherings and provide a comfortable setting, so students get to know each other before they arrive on campus. They provide opportunities to network and to ask questions of CofC representatives. Parents, too, can build a network with parents and alumni in the area.

Send-off receptions. Typically held in late July and early August, a Summer Send-off is your opportunity to welcome local incoming freshmen and their parents to the College of Charleston and to provide a comfortable setting so students get to know each other before they arrive on campus. These receptions foster a support system that eases the anxiety of leaving home, heading off to college life and saying goodbye to family. This tradition builds lasting relationships among first-year students and strengthens ties with in-coming parents, the College of Charleston Admissions, Alumni Association, and Parent Advisory Council members.

Responsibilities

The College of Charleston determines the guest list, extends invitations, manages replies and communicates with you on a regular basis as to who plans to attend. We will also provide College of Charleston napkins, swag and name tags. You are responsible for venue, food and beverages.

Venues + Invitations

The reception may be at your home, a restaurant or another suitable venue of your choosing. You choose the date, which can be a weekend or a weekday.

The College of Charleston will invite guests on your behalf via an email invitation followed up by phone calls. As the host, you are welcome to assist in outreach if you wish.

Questions?: 843.953.3713 · admvolunteers@cofc.edu

Calling Admitted Students

Make a call to admitted students and their families from your hometown or state to congratulate them on this milestone. Some Cougar PAWS members become mentors, others offer resources to parents.
You’ll receive a package of materials to display at college fairs including a table banner, admission rack cards, our Achieve & Enjoy road brochure, photo book, pens and name badge.

Our volunteer outreach assistant will send your materials two weeks in advance of your fair via US Priority Mail and will email you your tracking number.
When can I visit campus?
The Office of Admissions offers information sessions and campus tours when school is in session.
Fall: Mon. and Fri.: 9:30 a.m., 11:30 a.m. and 1:30 p.m.; Tues., Thurs.: 11:30 a.m. and 1:30 p.m.
Spring: Mon.-Fri. at 9:30 a.m., 11:30 a.m. and 1:30 p.m. Some Saturday tours are available. Summer tour times vary. For more information, visit go.cofc.edu/campusvisit.

When will I find out about housing and orientation?
Once students submit their enrollment deposits, they’ll receive housing and orientation information via email.

Freshmen who want to live on-campus in the fall must submit their enrollment deposits, housing application fee and application housing contract by May 1. The College cannot guarantee on-campus housing after May 1.

How do I pay my enrollment deposits?
Students may deposit online or by mail. To deposit online, they must visit my.cofc.edu and log in to their MyCharleston account. Admitted students will receive an email with instructions on how to log in for the first time. Once they have logged in, students must click the Student tab, then E-bills, and then Deposits. If students opt to submit their deposit by mail, they must include the enrollment form.

Is housing guaranteed all four years?
Housing is not guaranteed for all four years; however, housing is assigned based on the number of semester hours a student has earned. All students who want to live on campus after their freshman year are able to do so, provided they meet deadlines.

Can freshmen bring cars?
Because the campus is situated in the middle of an urban area, parking can pose a challenge. Fortunately, because of our location, it is not necessary to have a car. Freshmen who have fewer than 30 semester hours of college work are not eligible for campus parking. The Auxiliary Services Office (843. 953.7834) does provide listings of off-campus parking spaces available to students.

What sort of public transportation is available around campus?
The CARTA public transportation system is free to students, faculty and staff, including the DASH route downtown and any CARTA route outside of the downtown area. For more information, visit ridecarta.com.

The Cougar Shuttle provides safe transportation to CofC students from anywhere on the peninsula back to campus.
How safe is the College of Charleston?
The College of Charleston is located in an urban setting. Our campus is historically significant and a host to numerous visitors who come to enjoy the beauty and architecture. We encourage all members of the campus community to use common sense and practice good personal safety techniques at all times. A campus safety escort service is available as well as emergency call boxes, which are strategically placed in 45 locations across campus. The Cougar Alert system is in place. Copies of the annual security report containing campus security policies and procedures as well as crime statistics are available at both Student Affairs (studentaffairs.cofc.edu) and Public Safety (publicsafety.cofc.edu).

What happens if there is a hurricane?
Throughout the hurricane season (June-Nov.), the College of Charleston Department of Public Safety monitors all weather developments in the Atlantic Ocean. In the event a hurricane threatens the campus, the U.S. Weather Bureau will issue a “Hurricane Watch” (i.e., threat of hurricane conditions within 24-36 hours) or a “Hurricane Warning” (i.e., hurricane conditions expected within 24 hours). If a hurricane warning is issued, the College’s Emergency Management Team (EMT) will activate the Hurricane/Tropical Storm Emergency Plan. The EMT is prepared to respond 24 hours a day, seven days a week. Student safety is our primary concern. If there is a formal warning, the College will cancel classes in a timely manner so students may evacuate the area. Transportation and accommodations are provided for students who need them.

What is the alcohol policy?
Students under the age of 21 are not allowed to have any alcoholic beverages in their possession. Students caught with alcohol will be subject to disciplinary action. The College has a no tolerance policy for drugs or drug paraphernalia. Students caught with this will be immediately removed from on-campus housing.
Frequently Asked Questions

Do you accept AP and IB credits?
Contact the Office of Admissions for specific information.
AP - The college often awards one semester’s credit, or in some cases two semester’s credit with a score of 3, 4, or 5 on an AP exam. Visit registrar.cofc.edu/transfer for more information.
IB - The College often awards one semester’s credit, or in some cases two semester’s credit with a score of 5, 6, or 7 on a Higher-level IB exam.
» Visit registrar.cofc.edu/transfer for more information.

What is the cost?
Visit finaid.cofc.edu for up-to-date information on tuition costs. 2017-18 tuition for the academic school year:
In-state: $11,998; Out-of-state: $30,386

What is the diversity breakdown on campus?
African American - 8%
Underrepresented minorities - 19%
The College of Charleston has a minimum of 30 different diversity resource departments on campus.

Below are a few student-focused programs for diverse students to explore:

**AALANA** gives students and their families the opportunity to see how our multicultural students thrive at the College of Charleston. You will be able to delve into the admissions and financial aid process, and learn about available scholarships and grants.

**M.O.V.E.** (Multicultural Overnight Visit Experience) provides the opportunity for students to stay overnight with current students in one of our residence halls. While on campus, participants will visit classrooms, interact with faculty, explore campus, and meet other potential future students of color.

**SPECTRA** is a unique and challenging summer residential program geared for underrepresented and/or first-generation full-time students who will be attending the College of Charleston for the first time in the fall.
Volunteer Policy & Procedures

In accordance with College of Charleston policy 9.1.14 Protection of Minors Policy, College of Charleston volunteers are not permitted to meet one-on-one (alone) with students. Only individuals who have successfully passed a formal background check and completed the required training are permitted to do so.

When speaking with students:

» Be careful of your surroundings.
» Make sure you do not place yourself in a compromising position.
» If meeting with a student outside a college fair, the student’s parent/guardian must be present.
» Always meet in an open, public space.
» Never walk alone with a student to/from a parking lot/garage.
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