

Who Does What

Note: Off campus, dial 843-953-number

Topic	Office	Physical Location	Phone #
Address changes	MyCharleston		
Advising – undeclared students	Advising Center	Lightsey Center, Suite 247	-5981
Calendars – academic	Registrar	Lightsey Center, Suite 281	-5668
Career counseling and testing	Career Center	Lightsey Center, Suite 216	-5692
Computer questions and problems	Helpdesk	Addlestone Library, Student Computing Support	-3375
Conduct, Student Code of	Student Affairs	Stern Student Center, 3rd floor	-5522
Cougar Card	Cougar Card Services	Joe E. Berry Residence Hall, Calhoun Street Side	-1100
Counseling & Substance Abuse Services	Counseling & Substance Abuse Services	Robert Scott Small Building, 3rd floor	-5640
Course listings	MyCharleston		
Declaring a major	MyCharleston, Program of Study Management (POSM)		
Degree Audit	MyCharleston, Degree Works		
Drop/add	Registrar or MyCharleston	Lightsey Center, Suite 281	-5668
eBill	Treasurer	170 Calhoun Street	-5572
E-mail account	Helpdesk		
	Addlestone Library, IT Helpdesk	3375	
Enrollment, proof of	Registrar or MyCharleston	Lightsey Center, Suite 281	-5668
Family Weekend <i>Familyweekend.cofc.edu</i>	Student Life	Stern Student Center, 4th floor	
FERPA (policy, release forms, directory information)	Registrar	Lightsey Center, Suite 281	-5668
First-Year Seminars Learning Communities	First Year Experience	Lightsey Center, Suite B66	-2017
Foreign language tutoring	Center for Student Learning	Addlestone Library, 1st Floor	-5635
Fraternity and Sorority Life	Fraternity and Sorority Life	97 Wentworth Annex	-6320
Grades – student access	MyCharleston		
Graduation application	MyCharleston		
Graduation – degree audit	MyCharleston, Degree Works		
Grievances	Student Handbook	studentaffairs.cofc.edu/honor-system/studenthandbook/index.php	
Health Issues	Health Services	181 Calhoun Street	-5520
Honor Board/Code	Student Affairs	Stern Student Center, 3rd floor	-5522
Housing/room assignments	Campus Housing	40 Coming Street	-5523
Impact Scholars	Center for Academic Performance and Persistence	Lightsey Center, Suite B12	-5674
Independent studies – authorization	Academic Departments		
Information and Research Assistance	Research and Information	Addlestone Library, 1st Floor	-8000
Internships	Career Center Or Academic Departments	Lightsey Center, Suite 216	-5692
Jobs (on and off campus)	Career Center	Lightsey Center, Suite 216	-5692
Learning disabilities, ADD, ADHD	Center for Disability Services/ Students Needing Access Parity (SNAP)	Lightsey Center, Suite 104	-1431
Learning Strategies	Center for Academic Performance and Persistence	Lightsey Center, Suite B12	-5674
Leave of absence	Center for Academic Performance and Persistence	Lightsey Center, Suite B12	-5674
Loans and grants	Financial Asst. & Vet. Affairs	Lightsey Center, Opposite end from the bookstore	-5540
Lost and found	Public Safety	81 B St. Phillip Street, 1st floor parking garage	-4980
Maintenance – residence halls and houses	Physical Plant	40 Coming Street or online through MyCharleston	-5550
Math tutoring lab	Center for Student Learning	Addlestone Library, 1st Floor	-5635
Meal plans	Cougar Card Services	Joe E. Berry Residence Hall, Calhoun Street Side	-1100

Topic	Office	Physical Location	Phone #
Minority student programs	Multicultural Student Center	207 Calhoun Street	-5660
New students and families	New Student Programs	Lightsey Center Annex	-2017
Parking	Parking Services	Joe E. Berry Residence Hall, Calhoun Street side	-7834
Payment plan – tuition	Treasurer	170 Calhoun Street	-5572
Pell Grants	Financial Asst. & Vet. Affairs	Lightsey Center	-5540
Peer Facilitators (FYE)	Center for Excellence in Peer Education	Lightsey Center, Suite B66	-3850
Personal Computer Registration	Public Safety	81 B St. Phillip Street, 1st floor parking garage	-4980
PLUS loans – parent	Financial Asst. & Vet. Affairs	Lightsey Center, Opposite end from the bookstore	-5540
Probation - academic	Center for Academic Performance and Persistence	Lightsey Center, Suite B12	-5674
Refunds – housing fees deposit	Residence Life & Housing	40 Coming Street	-5523
Refunds – meal plan	Cougar Card Services	Joe E. Berry Residence Hall, Calhoun Street Side	-1100
Refunds – parking	Parking Services	Joe E. Berry Residence Hall, Calhoun Street side	-7834
Refunds – tuition	Treasurer	170 Calhoun Street	-5572
Refunds – vending machine	Cougar Card Services	Joe E. Berry Residence Hall, Calhoun Street Side	-1100
Refunds – withdrawing from CofC	Treasurer	170 Calhoun Street	-5572
Registration information	Registrar	Lightsey Center, Suite 281	-5668
Residence hall fine payment	Campus Housing	40 Coming Street	-5523
Residency status (legal)	Treasurer	170 Calhoun Street	-5572
Room signup, residence halls	Campus Housing	40 Coming Street	-5523
Schedule of courses/course listings	MyCharleston		
Scholarship check deposits	Treasurer	170 Calhoun Street	-5572
Scholarships	Financial Asst. & Vet. Affairs	Lightsey Center	-5540
Special enrollment	Academic Department		
Student bill	Treasurer	170 Calhoun Street	-5572
Student employment	Career Center	Lightsey Center, Suite 216	-5692
Student Handbook	Student Affairs	Stern Student Center, 3rd floor	-5522
Student organizations	Student Life	Stern Student Center, 4th floor	-2291
Study abroad	Center for International Education	207 Calhoun Street	-7661
Study skills	Center for Student Learning	Addlestone Library, 1st Floor	-5635
Substance Abuse Prevention	Counseling & Substance Abuse Services	Robert Scott Small Building, 3rd floor	-5640
Summer jobs	Career Center	Lightsey Center, Suite 216	-5692
Summer school registration	Registrar	Lightsey Center, Suite 281	-5668
Supplemental Instruction (SI)	Center for Student Learning	Addlestone Library, 1st Floor	-5635
Transcript – request official	Registrar, MyCharleston Transcript Channel	Lightsey Center, Suite 281	-5668
Transcript- view unofficial	MyCharleston Self-service Banner		
Tuition - information & payments	Treasurer	170 Calhoun Street	-5572
Tutoring	Center for Student Learning	Addlestone Library, 1st Floor	-5635
V.A. educational benefits	Financial Asst. & Vet. Affairs	Lightsey Center, Opposite end from the bookstore	-5540
Victim assistance	Office of Victim Services	67 George Street, Suite 202	-2273
Volunteer work	Center for Civic Engagement	Lightsey Center, Suite 203	-5838
Withdraw – from class during regular withdrawal period	Registrar or MyCharleston	Lightsey Center, Suite 281	-5668
Withdraw – from class after the withdrawal deadline	Center for Academic Performance and Persistence	Lightsey Center, Suite B12	-5674
Withdraw – from the College	Center for Academic Performance and Persistence	Lightsey Center, Suite B12	-5674
Writing lab	Center for Student Learning	Addlestone Library, 1st Floor	-5635