

COLLEGE OF CHARLESTON
WHO DOES WHAT?

Item	Listing	Phone Number
Absences for Class	Assoc Dean of Students/Student Affairs	3-3390
Academic Dismissal	Undergraduate Academic Services	3-5674
Academic Policies		
Faculty	Academic Affairs	3-5527
Student	Undergraduate Academic Services	3-5674
Accounting Tutoring Lab	Center for Student Learning	3-5393
Address Changes - Student	Registrar or MyCharleston	3-5668
Advising		
Declared Major	Academic Department	
SNAP Alternatives	Center for Disability Services	3-1431
Students on leave	Academic Advising & Academic Department	3-5981
Undeclared	Academic Advising and Planning Center	3-5981
Adult Student Services	Adult Student Services	3-5620
Applications		
Degree Seeking	Admissions	3-5670
Non-Degree Seeking	Adult Student Services	3-5620
Staff Training	Adult Student Services	3-5620
“Ask the Cougar”	www.cofc.edu	
Assessment of Programs & Services	Assessment & Planning	3-7526
Attention Deficit Disorder	Center for Disability Services	3-1431
Audit a Course	Registrar	3-5668
Awards Ceremony - Graduation	Academic Affairs	3-5527
Bicycle Registration	Public Safety	3-5609
Calendars - Academic	Registrar	3-5668
Campus Tours	Admissions	3-5670
Career Counseling & Testing	Career Center	3-5692
Catered Events	Dining Services	3-6335
Change of Grade		
Approval	Instructor of Course	
Form	Registrar	3-5668
Class/Grade Roll - Additions	Registrar	3-5668
Classroom		
Reservations	Registrar	3-5668
Technology Support	IT Helpdesk: Press 1	3-3375
Clearance of College data for publication	Institutional Research	3-7352
Co-op Education	Career Center	3-5692
Collection - Past Due Balance	Treasurer	3-5572
College Experience	Multicultural Student Programs & Services	3-5660
Commencement	See "Graduation"	
Computer Support		
Faculty/Staff	IT Helpdesk: Press 3	3-3375
Login Support (MyCharleston)	IT Helpdesk (helpdesk.cofc.edu)	3-3375
Students	Student Computing Support	3-5457
Students in Residence Halls	Campus Technologies	723-1312

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Conduct, Student Code of	Student Affairs	3-5522
Continuing Education	Lowcountry Graduate Center	3-4723
Copy/Duplicating & Related Services	Copy Center	3-5924
Cougar Card	Cougar Card Services	3-1100
MyCharleston	Registrar	3-5668
Counseling and Substance Abuse Services	Counseling and Substance Abuse Services	3-5640
Course Listing	Registrar	3-5668
Courses - Add/Drop	Registrar or MyCharleston	3-5668
Courses at Other Schools (Frsh., Soph., Jun.)	Registrar	3-5668
Courses at Other Schools (Seniors)	Chair of Academic Department	
Crime Action Line	Public Safety	3-5611
Crime Victim Assistance	Office of Victim Services	3-2273
Cross-Registration		
C of C students	Registrar	3-5668
Cross-Registration (visiting students)	Registrar	3-5668
Dean's List	Registrar	3-5668
Debit Card Information	Cougar Card Services	3-1100
Declaration of a Major	Academic Department	
Deferment - Loan	Financial Aid	3-5540
Degree Works and Audit	Registrar	3-5668
Departmental Deposits	Treasurer	3-5572
Delete from Grade Roles	Instructor of Course	
Diploma		
Bachelor's	Registrar	3-5668
Master's	Graduate School	3-5614
Disabilities	Center for Disability Services	3-1431
Email Services - Students		
Faculty/Staff	IT Helpdesk: Press 3	3-3375
Students	http://www.cofc.edu/~labs/edisto	3-5457
Enrollment, Proof of	Registrar	3-5668
Escort Assistance/safety	Public Safety	3-5609
Evaluation of Classes Process	Assessment & Planning	3-7526
Faculty Hiring	Academic Affairs	3-5527
Faculty Honors	Registrar	3-5668
Family Weekend	Student Life	3-5726
Financial Aid Applications	Financial Aid	3-5540
Foreign Language Tutoring	Center for Student Learning	3-5393
Freshman Seminar (FRSR 101): admin & training	New Student Programs	3-2017
Grad./Prof. School, Admissions Tests	Career Center	3-5692
Grades, Class Rolls, Change of Grade Form	Registrar	3-5668
Grades		
Rolls to Professors	Registrar	3-5668
Student Access	Registrar/MyCharleston	3-5668
Graduate School		
Information- C of C	Graduate School	3-5614
Information - other schools	Career Center	3-5692
Graduation		

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Application	Registrar	3-5668
Degree Audit	Registrar	3-5668
Fee Payment	Treasurer	3-5572
Information	Registrar (please see our website)	3-5668
Pictures	GradImages	800-261-2576
Video & Flowers	College Bookstore	3-5518
Greek Life		
General	Greek Life	3-6320
Housing & Billing	Residence Life	3-5523
Grievances	http://www.cofc.edu/academicaffairs/manuals/index.html	
Faculty initiated	Ref to:	
Student against Professor	Chair of the Department	
Student initiated other than academic	Dean of Students/Student Affairs	3-5522
Hawkins Living Learning Center, Buist-Rivers Residence Hall	Honors College	3-6592
Health Services	Health Services	3-5520
High School Concurrent Enrollment	Admissions	3-5670
Honor Board/Code	Student Affairs	3-5522
Honors College:		3-7154
Advising	Honors College	3-6451
Applications		3-7154
Visits		3-7878
Housing/ Room Assignments	Residence Life & Housing	3-5523
Identification (Cougar) Cards	Cougar Card Services	3-1100
ID (Cougar) Card Payment	Cougar Card Services	3-1100
Immigration Services	Center for International Education	3-7661
Immunization Info Form	Health Services	3-5520
Independent Studies - Authorization/Form	Academic Department	
Instructional Support Using Technology (Faculty)	Teaching, Learning, and Technology	3-7998
Insurance		
Faculty	Human Resources	3-5512
Property for College Only	Auxiliary Services	3-4821
Student	Health Services	3-5520
International Students	Center for International Education	3-7661
Internet Issues		
Faculty/Staff	Helpdesk	3-3375
Students in Residence Halls	Campus Technologies	723-1312
Internships	Career Center or Academic Department	3-5692
Jobs		
Faculty & Staff	Human Resources	3-5512
Students (part-time/full-time)	Career Center	3-5692
Keys		
Faculty & Staff	Physical Plant	3-5550
Residence Halls/Houses	Residence Life & Housing	3-5523
Late Withdrawal from Class	Undergraduate Academic Services	3-5674
Learning Communities: mkting, admin, concerns	New Student Programs	3-2017
Learning Disabilities, ADD, ADHD	Center for Disability Services	3-1434
Learning Strategies: instructors, curric. dev, concern	Undergraduate Academic Services	3-2017

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Leave of Absence	Undergraduate Academic Services	3-5674
Legal Counseling (Student)	Coordinator, Attorney Assistance Program	3-2273
Library Services	Library	3-5530
LINKS peer mentors	Multicultural Student Programs & Services	3-5660
Loans & Grants	Financial Aid	3-5540
Lost & Found	Public Safety	3-5609
Maintenance		
Halls & Houses	Residence Life & Housing	3-5523
Office & Classroom	Physical Plant	3-5550
Map of Campus	Admissions	3-5670
Math Tutoring Lab	Center for Student Learning	3-5393
Meal Plan & Debit Card	Dining Services	3-6335
Minority Student Programs	Multicultural Student Programs & Services	3-5660
MLAT Screening Test	Center for Disability Services	3-1431
Network Services:		
Students in Residence Halls	Campus Technologies	723-1312
Campus Wide Wireless	Student Computing Support	3-5457
Faculty/Staff	IT Helpdesk: Press 3	3-3375
Never Attended a Class "summer terms"	Summer School Office	3-4831
New Student Mentors	New Student Programs	3-2017
North Area Courses	Lowcountry Graduate Center	3-4723
Off-Campus Housing Resources	Residence Life & Housing	3-5523
Open House Days - Campus	Admissions	3-5670
Orientation		
Family	New Student Programs	3-2017
New Student	New Student Programs	3-2017
Overload Request	Academic Advisor	
Override into a Course	Academic Department	
Parking	Parking Services	3-7834
Parking Tickets		
Adjudication	Parking Services	3-7834
Payment	Parking Services	3-7834
Pass/Fail Request	Registrar	3-5668
Payment Plan - Tuition	Treasurer	3-5572
PC, SIS, FRS or HRS Issues	Helpdesk	3-3375
Pell Grants	Financial Aid	3-5540
Personal Computer Registration	Public Safety	3-5609
Petty Cash Reimbursement	Procurement	3-6500
Physical Disabilities	Center for Disability Services	3-1431
Planning Process	Assessment & Planning	3-7526
PLUS Loans - Parent	Financial Aid	3-5540
Post Graduate Test Preparation	Center for Student Learning	3-5393
Presidential Community Enhancement Grant	Multicultural Student Programs & Services	3-5660
Probation Questions	Undergraduate Academic Services	3-5674
Provisional First Year Advisor	New Student Programs	3-2017
Psychological Counseling	Counseling & Substance Abuse Services	3-5640

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Randolph Hall Conference Room	President's Office	3-5500
Recreation	Campus Recreation Services	3-5559
Readmit Student Applications	Admissions	3-5670
Refunds		
Housing Fees Deposit	Residence Life & Housing	3-5523
Meal Plan/Debit	Dining Services	3-6335
Parking	Parking Services	3-7834
Tuition	Treasurer	3-5572
Vending Machine	Dining Services	3-6335
Withdrawal from C of C	Treasurer	3-5574
Registration Information	Registrar	3-5668
Residence Hall Fine Payment	Treasurer	3-5572
Residency Status (Legal)	Treasurer	3-7311
Room Sign-up, Residence Halls	Residence Life & Housing	3-5523
Safety Issues	Public Safety	3-5609
SACS Accreditation of CofC	Assessment & Planning	3-7526
SCAMP	Multicultural Student Programs & Services	3-5660
Schedule of Courses/Course Listings	Registrar	3-5668
Scholarship Checks	Financial Aid	3-5540
Scholarships	Financial Aid	3-5540
Smart Classroom Orientations	IT Helpdesk: Press 1	3-3375
SNAP		
Advising for Alternatives	Center for Disability Services	3-1431
Services (Administration)	Center for Disability Services	3-1431
Special Enrollment	Academic Department	
SPECTRA Program	Multicultural Student Programs & Services	3-5660
Sports Clubs	Campus Recreation Services	3-5559
Statistical Information for C of C	Institutional Research	3-7526
Student Ambassadors	Multicultural Student Programs and Services	3-5660
Student Employment	Career Center	3-5692
Student Bill	Treasurer	3-5572
Student Handbook	Student Affairs	3-5522
Student Information Release Form	Registrar	3-5668
Student Insurance	Health Services	3-5520
Student Organizations	Student Life	3-2291
Study Abroad	Center for International Education	3-7661
Study Skills Lab	Center for Student Learning	3-5393
Substance Abuse Prevention	Counseling and Substance Abuse Services	3-5640
Summer Conference Groups	Residence Life & Housing	3-2015
Summer Jobs	Career Center	3-5692
Summer School Registration	Summer School Office	3-4831
Supplemental Instruction	Center for Student Learning	3-5393
Clearance of data provided to Board of Trustees	Institutional Research	3-7526
Teacher Loan Checks	Treasurer	3-5572
Telephone Issues		
Faculty/Staff	IT Helpdesk: Press 2	3-3375
Student Residence Halls	Residence Life	3-5523

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WHO DOES WHAT?

Tenure and Promotion (Faculty)	Academic Affairs	3-5527
Textbooks and course materials	College Bookstore	3-5518
Three-Year Transfer Option	Undergraduate Academic Services	3-5674
Tip Line	Public Safety	3-5609
Transcript		
Payment	Registrar	3-5668
Request	Registrar	3-5668
Transfer Credit for Incoming Students	Admissions	3-5670
Transfer Student Applications and Questions	Admissions	3-5670
Tuition		
Information	Treasurer	3-5572
New Student Enrollment Conf. Deposit	Admissions	3-5670
Payments	Treasurer	3-5572
Tutoring	Center for Student Learning	3-5393
Undergraduate Bulletin - Distribute	Admissions	3-5670
Upward Bound Program	Upward Bound Program	3-5469
VA Education Benefits	Financial Aid & Vet Affairs	3-5540
Vending Machine Repair	Auxiliary Services	3-4821
Victim Services	Office of Victim Services	3-2273
Visiting Student Information	Admissions	3-5670
Volunteer Work	Service Learning	3-5838
Wireless cards		
Student purchases	Library	3-5530
faculty and staff	Helpdesk	3-3375
Withdraw		
From Class (Grad. & Undergrad.)	Registrar	3-5668
From Class (Late)	Undergraduate Academic Services	3-5674
From C of C	Undergraduate Academic Services	3-5674
Withholding of Student Information	Registrar	3-5668
Worker's Compensation	Human Resources	3-5512
Writing Lab	Center for Student Learning	3-5393