

Division of Student Affairs – Student Support During Remote Learning

Student Affairs

Division of Student Affairs Administration – Office of the Executive Vice President

We can be reached at:

Phone: 843.953.5522

Email: studentaffairs@cofc.edu

caudillad@cofc.edu Alicia Caudill, Executive Vice President for Student Affairs

hartmans@cofc.edu Susan Hartman, Assistant to the Executive Vice President

cabotj@cofc.edu Jeri Cabot, Dean of Students, Associate Vice President

duncanm@cofc.edu Michael Duncan, Associate Vice President for Student Involvement

Find this information on our website: <https://studentaffairs.cofc.edu/>

Weekday Hours: 8:30 a.m. to 5:00 p.m. (We are available outside work hours via email, as well.)

Services we are providing:

- Provide information/resources in coordinating: Student Emergency Support
- Response by phone or email for info regarding this division summary of services
- Provide assistance to inquiries or requests if a division area cannot be reached
- Provide referrals and direct references to appropriate division and campus resources
- See more details below from our departments in the Division of Student Affairs

Student Emergency Support

- If you have concerns about any student please complete a FAST form (Faculty/Friends/Family Assisting Students in Trouble) at <http://deanofstudents.cofc.edu/fast/index.php>
- Cougar Food Pantry is available in the Stern Center. At times, resources may be more limited. We are working to restock as quickly as possible. If you need to access the Pantry, please go to <https://studentlife.cofc.edu> and contact the staff person on-campus for that day. We will work with you on an agreeable time to meet and get items you may need.
- Student Food Assistance Information and Application to access on-campus “grab and go” meals: <http://deanofstudents.cofc.edu/student-food-temp-housing-asst/index.php>
- Student Emergency Fund application for emergency financial support <https://studentaffairs.cofc.edu/student-emergency-fund-application.pdf>
- For connection with a Religious Life Council member for support please contact Christine Workman, Director of Student Life at workmancl@cofc.edu
- You may find other helpful information in the Community Resource Guide <https://advising.cofc.edu/pdf/community-resource-guide.pdf>

Donations to benefit student emergency support:

- For those interested in donating to the **Student Emergency Fund**
<https://give.cofc.edu/donate>
- To donate items to the Cougar Pantry please go to <https://studentlife.cofc.edu> and contact the staff person on-campus for that day for help with a drop-off time.

Student Health Services**We can be reached at:**

Phone: 843-953-5520

Email: healthservices@cofc.edu

Hours: 8:30 a.m. to 5:00 p.m.

Website: <http://studenthealth.cofc.edu/>

Services we are providing over the phone remotely:

- Medication refills
- Mental health follow-up of existing patients
- Phone assessment of fever, cough and/or respiratory symptoms. Referring to online assessments as necessary.
- Triage of selected gastrointestinal illness, general illness, sore throat, allergy, skin problems, eye problems, musculoskeletal complaints, STI counseling, etc.

Services we are providing in-person:

- None

Services we are unable to provide by phone:

- New psychiatric medication evaluation, routine well-person evaluations, gynecological services

SHS is unable to provide COVID19 testing. Please refer to online resources for evaluation if you believe you have symptoms consistent with COVID-19 (e.g. temperature over 100.5, cough and shortness of breath).

Counseling Center**We can be reached at:**

Phone: 843-953-5640

Emergencies and Crisis Assistance: For life threatening mental health emergencies or immediate threats, please call 911.

Additional Crisis Assistance at <http://counseling.cofc.edu/emergencies/index.php>

Email: Counseling@cofc.edu

Website: <http://counseling.cofc.edu/about/index.php>

Services we are providing:

- Response to inquiries by phone or email listed above

- Staff will conduct their scheduled appointments by phone and their check-ins by email or phone.
- We are reaching out to existing clients to offer possible teletherapy options where technology is available.
- Emergency and Crisis Assistance/Info: <http://counseling.cofc.edu/emergencies/index.php>
- TAO (Therapy Assistance Online): https://www.taoconnect.org/what_is_tao/us/
- Students 4 Support will be available beginning March 23 by texting, Monday-Thursday from 12:00-9:00 p.m. with a text to "4support" to 839863. Their website is: <http://counseling.cofc.edu/s4s/index.php>
- Health Education <http://counseling.cofc.edu/health/index.php>

Absence Memo Office

We can be reached at:

Phone: 843.953.3390 (no fax available)

Email: AbsenceMemo@cofc.edu

Hours: 8:30 -5:00

Website: <https://victimservices.cofc.edu/absence-memo/index.php>

Services we are providing:

- Response to inquiries by phone or email listed above
- Accepting completed Absence Memo Request forms and supporting documentation online (using black or dark blue ink only) and emailed to AbsenceMemo@cofc.edu

Dean of Students Office

We can be reached at:

Phone: 843-953-5522 or 843-900-0409

Dean of Students, Dr. Jeri Cabot, can be reached at 843-324-4984.

Hours: All staff will be available 8:30 am to 5:00 pm EST. On-Call staff after hours.

Email: Dean of Students, Jeri Cabot cabotj@cofc.edu

Associate Dean of Students, David Aurich aurichdm@cofc.edu

Assistant Dean of Students, Ashley Daniels danielsa@cofc.edu

Coordinator of Prevention Education Initiatives, Alex Russell russellal@cofc.edu

Student Support Coordinator /Office Manager, Molly Callahan callahanmj1@cofc.edu

Website: <http://deanofstudents.cofc.edu/>

Services we are providing:

- Response to inquiries by phone or voicemail (843-953-5522) or emails listed above
- Set up student care meetings, process conduct matters, and respond to FAST reports (Faculty/Friends/Family Assisting Students in Trouble) via email, phone, or Zoom as appropriate (FAST = <http://deanofstudents.cofc.edu/fast/index.php>)

- All staff will be available for virtual meetings via phone or Zoom.

Campus Recreation Services

We can be reached at:

Phone and Email:

Gene Sessoms 843-953-8257 sessomse@cofc.edu

Bucky Buchanan 843-953-3898 lbuchana@cofc.edu

Freddie Lipata 843-953-5559 LipataF@cofc.edu

Sara Coleman 843-953-7291 colemansm@cofc.edu

Website: <http://campusrec.cofc.edu/>

Services we are providing:

- Response to inquiries by phone or emails listed above
- Provide students "live" workout sessions via our social media (Mar 23 through Apr 3) (Instagram: @cofcfitness)
- Plan to host 1 workout per day every afternoon. (Instagram: @cofcfitness)
- List of workouts on our blog that can be done from anywhere (<https://blogs.cofc.edu/campusrec/>)
- Meet via Zoom for fitness consultations
- Given our normal hours of operation are extensive, we are available beginning at 7 AM until 8 PM Mon- Fri by appointment (between Bucky Buchanan and Sara Coleman).
- Posting recent and old videos, pictures, etc. on our social media accounts
- Will try to gather as many online gaming accounts as possible to partner up CofC students with their peers to interact in the comfort of their homes while away.
- Some online tournaments may be planned for Chess, Scrabble, eGames, etc.

Career Center

We can be reached at:

Phone: 843-953-5692

Email: careercenter@cofc.edu

Website: <http://careercenter.cofc.edu/>

Services we are providing:

- Response to inquiries by phone or email listed above
- All student appointments and services will be available through email, phone or Zoom (Zoom.com) from March 23-April 3.
- By visiting careercenter.cofc.edu, students can schedule individual appointments using Appointment Manager: <https://am.battery.cofc.edu/casamonline>.

- Regular services, including resume assistance, job and internship search tactics, student employment assistance and any other career guidance is available by email to careercenter@cofc.edu
- Please contact us with any employer, alumni, community or other questions by email to careercenter@cofc.edu

Civic Engagement

We can be reached at:

Phone: 843-953-5838

Email: volunteer@cofc.edu

Website: <http://volunteer.cofc.edu/>

Services we are providing:

- Response to inquiries by phone or email listed above
- List of service opportunities that are available remotely on our website, <http://volunteer.cofc.edu/>
- Mid-term check-ins by video/phone with Bonner Leaders and Tuesday night meetings will be virtual during this time (via Zoom)
- All AB trips have been cancelled- each trip will have one last virtual meeting on the March 26 (via Zoom)
- Continue meetings and provide support for all students and specifically our student employees (via email and Zoom)
- Continue to offer 1-1 consultations on types of volunteer opportunities that are aligned with career goals (via pre-arranged Zoom times)
- Most of our community partners DO NOT want student volunteers at this time so we will not be able to encourage/promote this type of service.

Collegiate Recovery Program

We can be reached at:

Current CRP students (and any student) can reach the Director, Wood Marchant, on his cell by call or text 24 hours a day at 843-693-5975. The CRP also has a GroupMe chat set up. Current members have already been in contact with each other about available online recovery meetings that are being offered. The Director is also available by email at marchantww@cofc.edu.

Website: <http://deanofstudents.cofc.edu/collegiate-recovery-program/index.php>

Services we are providing:

- Response to inquiries by phone or email listed above
- CRP's first online meeting is scheduled for March 23 at 12:00 noon.

- Again, we have options for other online recovery meetings. The SAFE Project and Unity Recovery are facilitating on Zoom. We plan on joining an online meeting with other recovery programs on Mondays, Tuesdays and Fridays.
- Please contact Wood for information on on-line AA meetings.

Disability Services

We can be reached at:

Phone: 843-953-1431

Email: snap@cofc.edu

Hours: 8:30 a.m. - 5:00 p.m.

Website: <http://disabilityservices.cofc.edu/>

Services we are providing:

- Response to inquiries by phone and email. Zoom appointments are available.
- Application processing will be conducted electronically.

Higdon Center for Student Leadership and Office of Fraternity and Sorority Life

We can be reached at:

Phone: 843-953-6356

Email: higdoncenter@cofc.edu

Hours: 8:30 a.m. to 5:00 p.m.

Staff is available via email and through their cell phones.

Website info: <https://higdoncenter.cofc.edu/contact-us/index.php>

Services we are providing:

- Response to inquiries by phone or email listed above
- Regularly scheduled meetings, including evening meetings, will continue via Zoom or cell phone (depending on the size of the meeting).
- Staff is looking into ways to create meaningful wrap-ups or replacements for events that have been cancelled, or are likely to be cancelled.
- Staff will also continue to stay in touch with students via text as needed.

Multicultural Student Programs and Services

We can be reached at:

Phone: 843.953.5660

Email: mpps@cofc.edu

Director, Rochelle Johnson johnsonrr@cofc.edu

Assistant Director, Lynda Keller kellerlj1@cofc.edu

Website: <http://msps.cofc.edu>

Services we are providing:

- Response to inquiries by phone or email listed above
- Planning for Mentoring Matters Mentee Mid-term Reviews, Fall 2020 Class Registration Co-Advising for SPECTRA/Reboot Students, and 2020 SPECTRA Program class selections.
- Continue to stay in touch with us by phone, email, and online meetings (Zoom or Skype)
- Students are welcome to use the link calendly.com/kellermmsp to set up an appointment to meet with Lynda Keller via Zoom or by phone.

Residence Life:

We can be reached at:

Residence Hall Directors can be reached at their office numbers during regular business hours. After hours, on-call system will be in place for emergencies.

Residence Hall	Hall Director	RHD Office	Front Desk
Berry Residence Hall	Rebecca Hogge	843-953-6505	843-953-3253
College Lodge	Olivia Vernon	843-953-3150	843-953-5104
Craig Residence Hall	Kaiya McGhaw	843-953-2277	843-953-5107
George & Liberty Halls	Brandon Wilkins	843-953-8522	843-953-8506
Kelly House & Bull St.	Tyese Medford	843-953-3801	843-953-4447
McAlister Residence Hall	Anna Harkin	843-953-4463	843-953-4443
McConnell Residence Hall	Colin Frazier	843-953-7172	843-953-5151
Rivers Residence Hall	Bond Ruggles	843-953-3255	843-953-5105
Warren Place	Tyese Medford	843-953-3801	843-953-3800

Leadership Team

Director Melantha Ardrey 843-953-1476
Associate Director Celeste Granger 843-953-1476
Assistant Director for Staff Enrichment and Academic Achievement, Joe Vallee 843-953-3258
Assistant Director for Recruitment and Training, Joy Heinzman 843-953-6408
Assistant Director for Programming and Student Engagement, Olivia Vernon 843-953-3922
Administrative Assistant, Rachel Valentine 843-953-5523

Website/Info: <http://reslife.cofc.edu/>

Services we are providing:

- Students can email or phone RHDs; they will post office hours and instructions on their door. We offer 1:1 conversations, virtual mediation (Zoom or Skype)
- Referral source to campus resources.

Student Life

We can be reached at:

Phone: 843-953-2291

Email: StudentLife@cofc.edu

Christine Workman workmancl@cofc.edu

Jill Caldwell caldwellj@cofc.edu

Brittany Burroughs burroughsb@cofc.edu

Chris Bond bondct@cofc.edu

Mandi Copeland brysonmc@cofc.edu

LaVerne Cordes greenlg@cofc.edu

Website: <https://studentlife.cofc.edu/>

Website will be updated daily with building schedule and point person for the day. We will continue to add links, videos, and support resources to the website for student organizations, student leaders, and information regarding virtual programming from CAB.

Services we are providing:

- Response to inquiries by phone or email listed above
- Stern Student Center is open 8:30 a.m. to 5:00 p.m. M-F, but closed on weekends. There will be ONE full-time staff member from Student Life in Stern Center each day, please check the website for staffing schedule. Contact the point person for the day first, and they will instruct you how to make contact with other staff members.
- Communications with Stern student staff through online platform (When to Work).
- Transitioning all student organization training, management, and development, to CougarConnect and will communicate this information out to student organization leaders. Be on the lookout for information about officer transitions, elections, end of year reports, and assessment.
- You may continue to enter space reservations and contact Mandi Copeland directly for information about reservations. We will not be able to accept any reservations or tabling requests before April 15, 2020.
- All Student Life staff are available each day via Zoom or telephone for appointments. Please schedule appointments at:
 - <https://calendly.com/workmancl>
 - <https://calendly.com/brysonmc/meeting>
 - <https://calendly.com/burroughsb-1/30min>
 - <https://calendly.com/bondct>
 - <https://calendly.com/caldwellj>
 - <https://calendly.com/cordeslg>

Upward Bound**We can be reached at:**

Phone: 843-953-5469

Email and text: Talim Lessane lessaneta@cofc.edu 843-501-4381

Ameerah Vickers vickersan@cofc.edu 843-500-5904

Website: <http://upwardbound.cofc.edu/>

Services we are providing:

- Response to inquiries by phone or email listed above
- Using Instagram and Snapchat to communicate with students, and parents can access the Upward Bound Facebook page as well for announcements.
- March 21 session cancelled to follow guidelines of CCSD. We are working on contracting with a web-based interactive tutoring service. We will continue to have overlapping communication with students regarding tutoring needs and sharing information between staff members via text and email (above).
- Checking on possible one-on-one tutoring sessions for the E-learning weeks.

Victim Services

We can be reached at:

Phone: 843.953.2273 (in case of emergency, contact 911)

Hours: 8:30 a.m. to 5:00 p.m. and On-Call at 843.953.2273 after hours

Website info: <https://victimservices.cofc.edu/>

Services we are providing:

- Response to inquiries by phone listed above
- Continue to provide consultations with survivors, but primarily by phone and email.
- OVS advocates will do a daily rotation for answering the OVS phone line and promptly relaying any messages for the other advocate or new cases as relevant.
- Appropriate forms can be emailed to students as necessary.
- OVS stays in contact with MUSC for protocol of cases within the window to get the proper exam if needed.
- After-hours response may be by phone vs. in-person.

Cougar Shuttle

Website: <https://studentaffairs.cofc.edu/cougar-shuttle/>

- Cougar Shuttle service for students is suspended.