

# Who Does What

**Note: Off campus, dial 843-95number**

Topic	Office	Physical Location	Phone #
Address changes	MyCharleston		
Advising – declared major	MyCharleston, POSM		
Advising – SNAP alternatives	Advising Center	Lightsey Center, Suite 247	3-5981
Advising – undeclared students	Advising Center	Lightsey Center, Suite 247	3-5981
Calendars – academic	Registrar	Lightsey Center, Suite 281	3-5668
Career counseling and testing	Career Center	Lightsey Center, Suite 216	3-5692
Computer questions and problems	Helpdesk	Addlestone Library, Student Computing Support	3-3375
Conduct, Student Code of	Student Affairs	Stern Student Center, 3rd floor	3-5522
Cougar Card	Cougar Card Services	Joe E. Berry Residence Hall, Calhoun Street Side	3-1100
Counseling & Substance	Counseling & Substance	Robert Scott Small Building, 3rd floor	3-5640
Abuse Services	Abuse Services		
Course listings	MyCharleston		
Degree audit	MyCharleston, DegreeWorks		
Drop/add	Registrar or MyCharleston	Lightsey Center, Suite 281	3-5668
eBill	Treasurer	170 Calhoun Street	3-5572
E-mail account	Information Technology	Addlestone Library, IT Helpdesk	3-3375
Enrollment, proof of	Registrar or MyCharleston	Lightsey Center, Suite 281	3-5668
Family Weekend <i>Familyweekend.cofc.edu</i>	Student Life	Stern Student Center, 4th floor	
First-Year Seminars	First Year Experience	Lightsey Center Annex	3-2017
Learning Communities			
Foreign language tutoring	Center for Student Learning	Addlestone Library, 1st Floor	3-5635
Grades – student access	Registrar or MyCharleston	Lightsey Center, Suite 281	3-5668
Graduation application	MyCharleston		
Graduation – degree audit	MyCharleston, DegreeWorks		
Greek Life	Greek Life	97 Wentworth Annex	3-6320
Grievances	Student Handbook	studentaffairs.cofc.edu/honor-system/ studenthandbook/index.php	
Health Issues	Health Services	181 Calhoun Street	3-5520
Honor Board/Code	Student Affairs	Stern Student Center, 3rd floor	3-5522
Housing/room assignments	Residence Life & Housing	40 Coming Street	3-5523
Identification (Cougar) cards	Cougar Card Services	Joe E. Berry Residence Hall, Calhoun Street Side	3-1100
Independent studies – authorization	Academic Departments		
Internships	Career Center or Academic Departments	Lightsey Center, Suite 216	3-5692
Jobs	Career Center	Lightsey Center, Suite 216	3-5692
Learning disabilities, ADD, ADHD	Center for Disability Services	Lightsey Center, Suite 104	3-1431
Learning Strategies	Undergraduate Academic Services	Lightsey Center, Suite 101	3-5674
Leave of absence	Undergraduate Academic Services	Lightsey Center, Suite 101	3-5674
Loans and grants	Financial Asst. & Vet. Affairs	Lightsey Center, Opposite end from the bookstore	3-5540
Lost and found	Public Safety	81 B St. Phillip Street, 1st floor parking garage	3-4980
Maintenance – halls and houses	Residence Life & Housing	40 Coming Street or online through MyCharleston	3-3700
Math tutoring lab	Center for Student Learning	Addlestone Library, 1st Floor	3-5635
Meal plans	Cougar Card Services	Joe E. Berry Residence Hall, Calhoun Street side	3-1100
Minority student programs	Multicultural Student Center	207 Calhoun Street	3-5660
MyCharleston	Registrar	Lightsey Center, Suite 281	3-5668
New students and Parents	New Student Programs	Lightsey Center Annex	3-2017
Off-campus housing resources	Residence Life & Housing	40 Coming Street	3-5523

Topic	Office	Physical Location	Phone #
Parking	Parking Services	Joe E. Berry Residence Hall, Calhoun Street side	3-7834
Pass/fail request	Registrar	Lightsey Center, Suite 281	3-5668
Payment plan – tuition	Treasurer	170 Calhoun Street	3-5572
Pell Grants	Financial Asst. & Vet. Affairs	Lightsey Center	3-5540
Peer Facilitators (FYE)	Center for Excellence in Peer Education	Education Building, Suite 106	3-3850
Personal Computer Registration	Public Safety	81 B St. Phillip Street, 1st floor parking garage	3-4980
PLUS loans – parent	Financial Asst. & Vet. Affairs	Lightsey Center, Opposite end from the bookstore	3-5540
Probation	Undergraduate Academic Services	Lightsey Center, Suite 101	3-5674
Provisional Program	Undergraduate Academic Services	Lightsey Center, Suite 101	3-5674
Refunds – housing fees deposit	Residence Life & Housing	40 Coming Street	3-5523
Refunds – meal plan	Cougar Card Services	Joe E. Berry Residence Hall, Calhoun Street side	3-1100
Refunds – parking	Parking Services	Joe E. Berry Residence Hall, Calhoun Street side	3-7834
Refunds – tuition	Treasurer	170 Calhoun Street	3-5572
Refunds – vending machine	Cougar Card Services	Joe E. Berry Residence Hall, Calhoun Street side	3-1100
Refunds – withdrawing from CofC	Treasurer	170 Calhoun Street	3-5572
Registration information	Registrar	Lightsey Center, Suite 281	3-5668
Residence hall fine payment	Residence Life & Housing	40 Coming Street	3-5523
Residency status (legal)	Treasurer	170 Calhoun Street	3-5572
Room signup, residence halls	Residence Life & Housing	40 Coming Street	3-5523
Schedule of courses/course listings	MyCharleston		
Scholarship checks	Treasurer	170 Calhoun Street	3-5572
Scholarships	Financial Asst. & Vet. Affairs	Lightsey Center	3-5540
Special enrollment	Academic Department		
Student bill	Treasurer	170 Calhoun Street	3-5572
Student employment	Career Center	Lightsey Center, Suite 216	3-5692
Student Handbook	Student Affairs	Stern Student Center, 3rd floor	3-5522
Student information release form	Registrar	Lightsey Center, Suite 281	3-5668
Student organizations	Student Life	Stern Student Center, 4th floor	3-2291
Study abroad	Center for International Education	207 Calhoun Street	3-7661
Study skills	Center for Student Learning	Addlestone Library, 1st Floor	3-5635
Substance Abuse Prevention	Counseling & Substance Abuse Services	Robert Scott Small Building, 3rd floor	3-5640
Summer jobs	Career center	Lightsey Center, Suite 216	3-5692
Summer school registration	Registrar	Lightsey Center, Suite 281	3-5668
Supplemental Instruction (SI)	Center for Student Learning	Addlestone Library, 1st Floor	3-5635
Transcript – request	Registrar	Lightsey Center, Suite 281	3-5668
Tuition – information & payments	Treasurer	170 Calhoun Street	3-5572
Tutoring	Center for Student Learning	Addlestone Library, 1st Floor	3-5635
V.A. educational benefits	Financial Asst. & Vet. Affairs	Lightsey Center, Opposite end from the bookstore	3-5540
Victim assistance	Office of Victim Services	67 George Street, Suite 202	3-2273
Volunteer work	Center for Civic Engagement	Lightsey Center, Suite 203	3-5838
Withdraw – from class during regular withdrawal period	Registrar or MyCharleston	Lightsey Center, Suite 281	3-5668
Withdraw – from class after the withdrawal deadline	Undergraduate Academic Services	Lightsey Center, Suite 101	3-5674
Withdraw – from the College	Undergraduate Academic Services	Lightsey Center, Suite 101	3-5674
Withholding of student information	Registrar	Lightsey Center, Suite 281	3-5668
Writing lab	Center for Student Learning	Addlestone Library, 1st Floor	3-5635