

## Academic Experience – Student Support During Remote Learning

### Office for the Academic Experience main office

**We can be reached at:**

Email: Lynne Ford, Associate Vice President, AEX: [fordl@cofc.edu](mailto:fordl@cofc.edu)

Email: Erin Blevins, Administrative Coordinator, AEX [blevinse@cofc.edu](mailto:blevinse@cofc.edu)

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

### Academic Advising and Planning Center

**We can be reached at:**

Email: [advising@cofc.edu](mailto:advising@cofc.edu)

Phone: 843-953-5981

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

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

The Academic Advising and Planning Center offers the following student services:

- All advising appointments will be held virtually using Google Hangout Meets. Students with appointments will receive an email invite from their assigned academic advisor. Students are encouraged to keep this appointment. If students have internet access challenges, they should contact their academic advisor via telephone.
- Quick Question Drop-In will be offered virtually between 9 a.m.-4 p.m. Monday- Friday through 4/22 for questions about withdrawing from a class or the new course grading options. Virtual Quick-Question Drop-In will continue after 4/22 from 2-4 p.m. Monday-Friday and will be staffed by a Peer Advisor through early May. Please call the AAPC main line at 843-953-5981 to be added to the queue. Students must have access to the internet for a virtual appointment. Once in the queue, the next available advisor will send the student a Google Hangout Meets invitation.
- Students can also text an advising question through our Advise Me texting service. Text "AdviseMe" 85511.

Student who have not yet made their mandatory advising appointment for the spring should do so as soon as possible. Appointments can be made through Appointment Manager.

### The Center for Student Learning

**We can be reached at:**

Email: [cslstud@cofc.edu](mailto:cslstud@cofc.edu) (preferred contact method)

Phone: 843-953-5635

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

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

**To schedule a tutoring or study skills appointment:**

Use this [link](#) to make your request. You will be scheduled for a one on one tutoring or Study Skills session. You will receive an email with details about your tutor, day and time, and instructions for accessing the appointment.

**To find out when/how your SI (Supplemental Instruction) sessions are held:**

You will receive direct instructions from your SI leader via email and OAKS. SI sessions will continue to meet virtually on the same schedule as before break.

**To find out when/how your PAC (peer academic coaching) sessions are held:**

Your coach will reach out to you to schedule face to face meetings via Google Hangouts. Please watch for messages from your PAC and respond promptly.

**A few additional details:**

- If you need to speak to CSL staff, the quickest way to reach us is to email [cslstud@cofc.edu](mailto:cslstud@cofc.edu) You may call the front desk **843.953.5635**, but please note that this number will not be accessed frequently during the e-learning period.
- The [google form](#) will be checked frequently between **9 am-5 pm M-F**, and tutoring and study skills appointments will be scheduled as quickly as possible upon receipt of the form. Please note that the [google form](#) will not be checked on Saturday or Sunday.
- If you have already been meeting with a CSL staff member, please check your email for instructions for continuing those meetings.

## New Student Programs

**We can be reached at:**

General and Orientation inquiries email: [orientat@cofc.edu](mailto:orientat@cofc.edu)

Charleston Bridge inquiries email: [bridge@cofc.edu](mailto:bridge@cofc.edu)

iCharleston inquiries email: [ichs@cofc.edu](mailto:ichs@cofc.edu)

Phone: 843-953-2017

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

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

**Charleston Bridge**

Information about the Charleston Bridge program can be found

at <http://nsp.cofc.edu/bridge/index.php>

Program participants must complete the campus housing /meal plan application and the July 10 orientation registration by May 1, 2020. Questions can be directed to [Bridge@cofc.edu](mailto:Bridge@cofc.edu).

**iCharleston**

Information about the iCharleston program can be found at [ichs.cofc.edu](http://ichs.cofc.edu) including dates, costs, academic course choices, and location information. Deposits and location selection are first come, first served. Program participants must attend July 16 & 17 orientation. Questions can be directed to [ichs@cofc.edu](mailto:ichs@cofc.edu).

### **New Student and Family Orientation**

New students can register for orientation online through their MyCharleston account after they have paid their enrollment deposit. You can see the entire list of dates at [orientation.cofc.edu](http://orientation.cofc.edu).

The College is actively monitoring updates related to COVID19 and will be informing students and family members as soon as possible should any adjustments be made to the orientation schedule. If a change needs to be made, students will be informed via email and our website ([orientation.cofc.edu](http://orientation.cofc.edu)) will be updated.

We are looking forward to welcoming all new students and family members throughout the summer. If you have any additional questions, please feel free to email [orientat@cofc.edu](mailto:orientat@cofc.edu).

### **The Center for Excellence in Peer Education**

#### **We can be reached at:**

Email: Director, Page Keller, [kellerp@cofc.edu](mailto:kellerp@cofc.edu)

Email: Associate Director, Jennifer Bradley, [bradleyj@cofc.edu](mailto:bradleyj@cofc.edu)

Email: Office Manager, Ghadir Abuein, [abueing@cofc.edu](mailto:abueing@cofc.edu)

Phone: 843-953-3850

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

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

#### **Services we are providing:**

- Help students connect with CofC peer educators (i.e., FYE Peer Facilitators, Impact Peer Academic Coaches)
- Communicate with students currently enrolled in TEDU 205 and assist with OAKS course issues (i.e., broken links, connectivity problems)
- Assist first-year students currently enrolled in FYE with FYSS 101 OAKS course issues (i.e., broken links, connectivity problems)
- Maintain contact with Academic Experience peer educators via email and text
- CEPE staff is available for virtual meetings via phone or Zoom

### **The Office of the First Year Experience**

#### **We can be reached at:**

Email: [fye@cofc.edu](mailto:fye@cofc.edu) (preferred contact method)

Phone: 843-953-2153

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

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

#### **Services we are providing:**

- Registration (including FYE Registration Holds) and enrollment assistance for Summer 2020 and Fall 2020 courses

- Faculty and Peer Facilitator support regarding course instruction, grading, and course scheduling

## Center for Academic Performance and Persistence

### We can be reached at:

Email: [capp@cofc.edu](mailto:capp@cofc.edu)

Phone: 843-953-5674

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

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

### To Schedule an Appointment: Phone and Virtual Appointments are available

- Currently Enrolled Students: [Use the Appointment Manager scheduling system](#)
- Call us at 843-953-5674
- Email CAPP at [capp@cofc.edu](mailto:capp@cofc.edu) with possible appointment times and the nature of your appointment and someone will reach out to you to finalize the appointment

### How Can CAPP Help?

- Struggling to get on track with classes in the remote learning format?
  - [Schedule an appointment](#) to speak with someone
  - [Schedule a tutoring or study skills appointment](#) with the Center for Student Learning
  - Remain in constant contact with your faculty members
- Questions about the First Year Impact Program?
  - Connect with your PAC – regular meetings will still happen virtually
  - Reach out to Robin ([stewartrc@cofc.edu](mailto:stewartrc@cofc.edu)) or Savannah ([crockersl@cofc.edu](mailto:crockersl@cofc.edu))
- Questions about a Probation or STEP Contract?
  - Use the [GPA calculator](#) to estimate your grades compared to your contract requirements or [Schedule an appointment](#) to speak to a staff member
- Need to complete your probation contract and have your hold removed?
  - [Schedule an appointment](#) to discuss and complete your contract virtually
- Need to Share a Concern?
  - Submit a [FAST](#) referral
- Need to Withdraw from a Class?
  - Carefully review information about [Withdrawing from Classes](#)
  - [Schedule an Appointment](#) to discuss your individual situation and options in more detail
- Planning to apply for conditional readmission through STEP?
  - Application deadline for Fall 2020 conditional readmission is May 1, 2020
  - Review [STEP information](#) and [Schedule an appointment](#) to discuss your situation
- Need to be away for the Fall 2020 semester and have a GPA >2.00?
  - Request a [Leave of Absence](#)
- Leaving the College at the end of this semester?
  - Request a [Complete Withdrawal](#)

## Veteran and Military Student Services

**We can be reached at:**

Email: Jessica Wilkes, Director, VMSS [wilkesjj@cofc.edu](mailto:wilkesjj@cofc.edu)

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

Website: [cofc.edu/veteran-services](http://cofc.edu/veteran-services)

VMSS is here to help serve as both an advocate and a resource hub for veterans and military students.