

## Academic Experience – Spring 2021 Student Support Services

### 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

Virtual Office Hours for Spring 2021: M-F 8:30 a.m. – 12:00 p.m. and 1:00- 5:00 p.m.

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

For quick advising questions, text “advise me” to 85511

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

- All spring advising appointments will be held virtually using Zoom. Students must make advising appointments using Achieve (formerly Appointment Manager), which is found in myCharleston Academic Services tab and the [advising.cofc.edu](https://advising.cofc.edu) website or by calling the main office to schedule. Advisors will send a zoom invite to students the morning of their scheduled appointment. If students must cancel, they are encouraged to cancel and reschedule through the Achieve confirmation or reminder email. If students have internet access challenges, they should contact the main office at 843-953-5981.
- Quick Question Drop-In (QQDI) will be offered virtually between 1:00 p.m.- 4:00 p.m. Monday-Friday and is staffed by a trained Peer Advisor. QQDI will be available from January 25 – April 21. Students must call the main office at 843-953-5981 to be connected to a Peer Advisor. Once scheduled, the Peer Advisor will send the student a zoom invite for a meeting. Wait time will be dependent upon how many students are in the queue.
- Text a quick advising question through our Advise Me texting service. Text “advise me” to 85511 or email your advising question to [advising@cofc.edu](mailto:advising@cofc.edu).

### The Center for Student Learning

**We can be reached at:**

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

Phone: 843-953-5635

Front desk will be staffed from 10:00 am- 8:30 p.m. Monday-Thursday; 10:00 a.m. - 5:00 p.m. Fridays; 3:30-8:30 p.m. Sundays.

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

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

Use this [link](#) and select the “Make an Appointment” button to make your virtual tutoring appointment. You will receive an email confirmation with details about your tutor, day and time, and instructions for accessing the appointment. If you would like to schedule a study skills appointment, please call our office at 843-953-5635.

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

SI sessions will be offered both in-person and virtually during the Spring 2021 semester. Check the schedule here: <https://csl.cofc.edu/supplemental-instruction/si-leaders-schedule/index.php>. For virtual sessions, you will receive access instructions from your SI leader via email and OAKS.

**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 Zoom. Please watch for messages from your PAC and respond promptly.

## 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

Front desk will be staffed 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>

**New Student and Family Orientation**

Summer 2021 orientation dates will be announced in February 2021 and orientation registration will open in mid- March 2021. Details and dates can be viewed at [orientation.cofc.edu](http://orientation.cofc.edu).

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: Administrative Coordinator, Ghadir Abuein, [abueing@cofc.edu](mailto:abueing@cofc.edu)

Phone: 843-953-3850

Front Desk will be staffed M-F 8:30 a.m. - 5:00 p.m.

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

**Services we provide:**

- 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 in-person or virtual meetings.

**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

Virtual Office Hours for Spring 2021: 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 courses
- Faculty and Peer Facilitator support regarding course instruction, events, 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

Virtual Office Hours for Spring 2021: 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

**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 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 2021 conditional readmission is May 1, 2021.
  - Review [STEP information](#) and [Schedule an appointment](#) to discuss your situation
- Need to be away for the Fall 2021 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)

Virtual Office Hours for Spring 2021: 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.