FROM THE DIRECTOR

I AM PLEASED TO WELCOME you to the College of Charleston. Our goal is to provide you with an outstanding residential and educational experience that will prepare you for a successful transition to college.

Through a partnership between the College of Charleston and Trident Technical College (TTC), we have created an array of programs and services to assist you. Working with faculty from TTC, you will take a full time course load to earn credit hours that will transfer to the College of Charleston. If you complete all of the program requirements, you will be admitted to the College of Charleston for the spring semester.

We are committed to providing you with a strong foundation and supporting your academic and professional goals. You will have access to College of Charleston resources such as tutoring services, career planning, and study strategies workshops. You will also have access to a Charleston Bridge Mentor who will guide you along the way.

We encourage you to use your time in the Bridge program to become a successful, well-rounded college student by getting involved in the activities available to you. Whether it is attending events, serving as a member of the Charleston Bridge Leadership Council, or participating in one of our student organizations and clubs, you will have many opportunities to get engaged with the campus community. We hope that you will take advantage of all that we have to offer to enrich your educational experience.

We wish you much success as you begin your academic career. If I can do anything to assist you on the journey ahead, please reach out to me.

Best wishes,

MELINDA (MINDY) MILEY
Asst. Vice President,
First Year and Bridge Student Services
New Student Programs
mileym@cofc.edu
843.953.2017

THIS HANDBOOK is intended to familiarize you with the expectations and policies applicable to you as well as the services available to you as a participant in Charleston Bridge. If you have any questions about the program or the College of Charleston, in general, please email bridge@cofc.edu. We are here to help!
THE CHARLESTON BRIDGE program provides a unique opportunity for South Carolina residents to complete Trident Technical College coursework while engaging in campus activities and residing on the College of Charleston campus. Participants will have the fall semester to earn 12 credit hours, achieve a minimum of 2.6 cumulative GPA, and complete activities coordinated by the Charleston Bridge program staff. Students meeting these requirements will be offered Admission to the College of Charleston for the spring semester.

{ MISSION STATEMENT }

THE MISSION of the College of Charleston’s Charleston Bridge program is to support first-year students in their successful academic, social, and personal transition to college. This is achieved by working collaboratively with Trident Technical College, faculty, and staff to create a community of learning for Charleston Bridge participants.

{ PROGRAM VISION }

THROUGH PARTICIPATION in Charleston Bridge, students will utilize campus resources and develop skills necessary to thrive academically in order to reach their personal and academic goals.

{ PROGRAM GOALS }

STUDENTS will:

» build a supportive peer network.
» establish relationships with college faculty and staff.
» utilize campus resources.
CHARLESTON BRIDGE is a residential bridge program designed to allow you to matriculate to the College of Charleston (“College”) in the spring semester after successfully completing all program requirements.

Students sign the participant agreement before fall classes begin. A copy of the signature page will be kept on file with the College of Charleston.

TERMS & CONDITIONS

The Agreement describes the rights and responsibilities of Charleston Bridge participants. Signing this form indicates that you understand and agree to abide by all the provisions contained in this document. This is a binding agreement. If you do not understand this agreement, you are urged to seek the advice of a parent or guardian and/or a College of Charleston staff member.

THE UNDERSIGNED INDIVIDUAL(S), HEREBY AGREE(S) AS FOLLOWS:

1) Admission: I understand that I am not currently a student at the College of Charleston. I may be qualified for admission to the College of Charleston in spring 2018, contingent upon my successful completion of a full semester of coursework with Trident Technical College (TTC), earning a 2.6 cumulative GPA, earning a minimum of 12 transferable credit hours, attending fall workshops, and completing the online Charleston Bridge Student Success Seminar (this seminar does not count toward credit hours). Determining successful completion and admission to the College of Charleston is at the sole discretion of the College of Charleston. This decision will be communicated in December following the end of the fall semester.

2) Student Communication: I understand that it is my responsibility as a student to retrieve email from both my Trident Technical College (my.tridenttech.edu) account and my CofC Email account for the College of Charleston. I understand that I should use the appropriate campus email account to send email to college officials.

3) Program Withdrawal and Terms of Participation: I understand that I will not receive a refund of the nonrefundable deposit paid to College of Charleston. I may receive a pro-rated refund of tuition and fees if I withdraw from the program during the semester, according to published schedules.

4) Tuition and Fees: I agree to pay all tuition and fees by the published deadline(s). Fees include TTC course fees, the Bridge program fee and housing and meal plan fees. I understand that it is my responsibility to apply for any financial aid, if needed, (scholarships, grants and/or loans, both State and Federal) and to understand the terms of any aid that I am awarded. I understand that I am responsible for paying any tuition and fee charges that are not covered by my financial aid award. I understand that TTC does not send hard copy bills and I agree to monitor my balance due in TTC Express. I understand that TTC will not release my official transcripts to the College of Charleston or any other institution if I owe a balance.
5) Residence Hall: I understand that I must follow the move-out protocol established by Campus Housing and Residence Life, and I must vacate the residence hall immediately if I withdraw or I am removed from the program during the semester. I understand that I will not receive a refund of housing fees in these circumstances. I agree that I will remove my belongings, follow the move-out protocol established by my resident assistant or hall director, and vacate the residence hall no later than noon on December 14, 2017 if I do not meet the program requirements at the end of the fall semester and I am not admitted to the College of Charleston. I acknowledge that the College is not responsible for belongings left on the premises after vacating and is not obligated to hold items. I understand my assigned room and bed will be made available to another student if I do not meet program requirements.

6) Housing Contract: I agree to abide by the Campus Housing Contract, the Addendum to the Campus Housing Contract for Charleston Bridge, and the policies and procedures of Campus Housing and Residence Life. Residence hall violations will be addressed by the Department of Residence Life and the Division of Student Affairs and documented in an incident report. Violation of residence hall policies, being an involved party in an incident, or violation of fire and life safety policies may result in termination from the program. Residents are responsible for the actions of their guests. If a guest violates the alcohol or drug policy, or other residence hall policies, the resident may be subject to the conduct process and sanctions and may be terminated from the Charleston Bridge program. Residence Life staff members will be authorized to enter the suite to assess a situation and determine whether it may violate residence hall policies.

7) Student Conduct: I understand that both the College of Charleston and TTC have policies, guidelines, and conduct regulations that I will be expected to comply with both on and off campus. I understand that any behaviors or situations that are found to be violations of the policies of either college may result in termination from the program.

8) Ethical Behavior: I understand that the College staff reserves the right to refer violators of any alleged charges/violations to the appropriate campus authorities, which may include the Department of Public Safety, the Dean of Students, or the TTC Vice President for Student Services.

9) Release of Academic and Disciplinary Records: I agree to allow the College of Charleston and/or Trident Technical College to share all records with school officials when necessary for purposes of determining academic progress and program completion. These records may include disciplinary records.

10) Academic Dishonesty: All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. It is the student’s responsibility to understand what constitutes dishonesty and TTC’s disciplinary policy regarding academic dishonesty. I understand that as a student, I must abide by the TTC academic and student codes in the fall. According to the TTC student handbook, cheating is defined to include the following: (continued on page 6)
a) Copying from another student’s work.
b) Using unauthorized material during a test.
c) Substituting material written ahead of time for material required to be produced during a testing situation.
d) Soliciting, obtaining, using, buying, selling, or transporting unauthorized tests or information about tests or other course projects.
e) Substituting another student or permitting another person to substitute oneself during a testing situation.
f) Plagiarism is defined as the appropriation of any other person’s work and the unacknowledged incorporation of that work in one’s own work offered for credit. In most cases, plagiarism consists of submitting written or electronic work as your own that was copied from another source and not cited. Plagiarism is not limited to words. In fact, any time you use someone else’s ideas, images or words and fail to cite your source, you have committed plagiarism.
g) Collusion is defined as the unauthorized collaboration with any other person in preparing work offered for credit.

11) Family Educational Rights and Privacy Act (FERPA) of 1974: Trident Technical College and the College of Charleston comply with the Family Educational Rights and Privacy Act (FERPA) of 1974. This act protects the privacy of education records, and gives students the right to inspect and to review their education records. FERPA requires that a student provide written consent for a disclosure of personally identifiable information from education records, except to the extent that FERPA authorizes disclosure without student consent.

CHARLESTON BRIDGE PARTICIPANT AGREEMENT - STATEMENT OF UNDERSTANDING

» I agree that if I do not complete the requirements or if I am suspended, terminated, removed or withdrawn from the Program, I shall be solely responsible for all outstanding tuition and fees.

» I understand that the College has the right to rescind an offer for spring admission based on information the College learns about my conduct and/or my grades or completion status, while I am a participant in Charleston Bridge.

» I have carefully read all of the provisions in this agreement and I agree to be bound by each and all of them, as indicated by my signature below. No representations, statements, or inducements, oral or written apart from the provisions of the agreement, have been made regarding the subject matter herein.

» It is my expressed intent that this agreement shall bind me as a Charleston Bridge participant.
AT THE END OF THE FALL SEMESTER, the following items will be reviewed to determine your eligibility to be admitted to the College of Charleston for the spring semester:

» Earn at least a 2.6 cumulative grade point average (GPA).
» Earn a minimum of 12 transferable credit hours.
» Completion of the Charleston Bridge Student Success Seminar accessed from OAKS, the College of Charleston’s learning management system (the seminar does not count toward credit hours or GPA).
» Completion of 3rd Millennium accessed from MyCharleston (you must complete each exam for Alcohol-Wise, Consent-Wise, and Marijuana-Wise with a grade of 70% or higher). This is required of all new students. Students will not be able to register for spring classes until all exams are completed.
» Attendance at fall semester workshops and events designed specifically for Charleston Bridge participants.

After final grades are posted in December, students satisfying all program requirements will receive a notification of acceptance from the Office of Admissions. This notification will be sent to your College of Charleston email account. This information will not be shared by phone. In December, eligible students will meet with academic advisors from the Academic Advising & Planning Center and complete advising and registration for spring coursework. If you do not attend the December advising/registration you will register for spring classes during the January orientation. A registration hold will be placed on your account preventing any course registration.
A REQUIREMENT OF ALL Charleston Bridge participants is the completion of an online Charleston Bridge Student Success Seminar. This not-for-credit course covers various personal, academic, and social aspects of being a college student. The focus is on getting to know the campus, understanding program requirements, academic best practices, campus resources, learning about individual strengths, health and wellness, and preparing for the next semester.

The seminar can be found online through MyCharleston and accessing OAKS. OAKS is the College of Charleston’s learning management system. All College of Charleston online coursework will use OAKS and some face to face courses will use OAKS for assignment submission, discussion, and posting assigned readings. During the fall your Trident Technical College faculty may use OAKS to post various materials for you to access as well as using the assignment drop box and discussion features.

The Charleston Bridge Student Success Seminar is not a graded course but Charleston Bridge participants are expected to complete all four modules during the fall semester to meet Charleston Bridge program requirements. This requirement must be met to be considered for spring admission to the College of Charleston in addition to earning a 2.6 cumulative GPA, earning 12 transferrable credit hours, attending Charleston Bridge workshops, and completing 3rd Millennium accessed from MyCharleston with a grade of 70% or higher. Assignments for each module must be completed by the deadlines posted in OAKS. Students are responsible for reviewing all materials and meeting deadlines.

LOGGING INTO THE STUDENT SUCCESS SEMINAR

The Charleston Bridge Student Success Seminar can be accessed by logging into the MyCharleston student portal and clicking on the acorn icon in the upper right corner of the page. You will be directed to a page called My Courses. From here you will see the seminar listed in the 2017 Fall section. Click on the course link to access the seminar. You will be expected to review all of the documents posted in the CONTENT section of the course for each module and complete the assignments. Please note that the seminar is monitored and the course instructor will be able to determine if you have opened all documents and spent time reviewing the material for each module.

» MODULE 1 Being a College Student:
    Opens July 7 - review documents and complete assignments by August 22

» MODULE 2 Academic Best Practices:
    Opens August 15 - review documents and complete assignments by October 6

» MODULE 3 Health and Wellness:
    Opens September 15 - review documents and complete assignments by November 3

» MODULE 4 Preparing for Next Semester:
    Opens October 15 - review documents and complete assignments by November 17

Note: assignment dates and activities are subject to change. Refer to your Charleston Bridge Student Success seminar in OAKS for module completion deadlines and activities.
CHARLESTON BRIDGE MENTORS are your main point of contact during the fall semester.
Bridge Mentors are college graduates who have experience working with first year students, knowledge of campus resources, and are committed to your success and development. Throughout the semester your mentors will plan programs for Charleston Bridge participants to help you get to know the campus as well as the Charleston community. They will also be communicating with you via email and meeting with you periodically to ensure you are transitioning well and working toward meeting all of the Charleston Bridge program requirements. You will be expected to make your scheduled appointment times with your assigned mentor and communicate with them on a regular basis. Primary communication between you and your mentor will be through your College of Charleston email account. Your mentor is a guide to you and will be a source of help if you have trouble during your first semester.

While Bridge Mentors are an important resource, mentors are NOT:

» Resident Assistants: You have a resident assistant on every floor of your residence hall if you have any issues within the building or between yourself and another resident.

» Tutors: Bridge Mentors are not tutors and are not responsible for assisting you with homework or other assignments. If you are struggling in a particular class, mentors can refer you to the appropriate resources on campus.

» Counselors: Mentors are not licensed professional counselors. If you are struggling with a personal issue, you are encouraged to make an appointment to meet with a counselor from Counseling & Substance Abuse Services.

» Parents: Mentors will not wake you up in the morning, do your laundry, cook for you, drive you to appointments, run errands, complete your assignments, manage your time etc. You are encouraged to develop these skills or ways to handle them before you begin your academic career.
HIGH SCHOOL TRANSCRIPT, DUAL ENROLLMENT, AP, AND IB CREDITS

Your high school transcript will be used to confirm your graduation and determine your eligibility for state scholarships. Your college transcript will be required if you have taken dual enrollment college courses. You will also need to send any AP/IB test results to the College of Charleston Office of Admissions.

MIDTERM AND FINAL GRADES

Charleston Bridge students will be given a midterm grade for each course. Midterm grades are not stored in your TTC Express account. Midterm grades can be discussed with your instructor or advisor. See the Charleston Bridge Academic Calendar for specific dates when midterm grades will be available. Midterm grades do not appear on your official transcript. Final grades are not mailed to students. Students may view their final grades in their TTC Student Portal (my.tridenttech.edu) account.

Login to your TTC Student Portal (my.tridenttech.edu) > Menu > My Education > My Information > My Grades.

See the Charleston Bridge Academic Calendar for specific dates when final grades will be available for viewing.

ACADEMIC CALENDAR

The academic calendar includes key dates and information regarding the current semester for Charleston Bridge students including holidays, drop/add dates, course withdrawal deadlines, and exams. Charleston Bridge students and faculty will follow the Charleston Bridge Academic Calendar located in MyCharleston on the Academic Services tab. Look for the Charleston Bridge Program channel.

VERIFICATION OF ENROLLMENT

Students may obtain certification of enrollment (proof of being a current student) for insurance, employment, federal assistance programs, and loan purposes via their TTC Student Portal.

Login to the TTC Student Portal > look for the TTC Express feature > click TTC Express for Credit Students > click Academic Profile > click Online Transcripts/Enrollment Verification > the “click here” link will take you to the National Student Clearinghouse website.

Enrollment verification certificates are available after the Drop/Add period for the term or semester.
FERPA
The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is a federal law that protects the privacy of student education records. According to this federal legislation, the right to review and/or amend education records transfers from parents to the student at age 18 or enrollment in postsecondary education. You, the student, are the only one (aside from authorized college officials) who has the right to view your records and information or authorize others to view your information. If you want to allow your parents or other parties to have access to your TTC academic information, complete a FERPA waiver form with the Registrar’s office at TTC. If you want to allow your parents or other parties to have access to your CofC information (housing, conduct/disciplinary), complete a FERPA waiver form with the Registrar’s Office at CofC. These forms can be found in MyCharleston on the Academic Services tab in the Charleston Bridge Program channel.

» View more information about FERPA and TTC online

CONTACT INFORMATION
Charleston Bridge students are required to provide TTC and the College of Charleston with accurate and timely information regarding their local and permanent address, local and permanent phone numbers, and emergency contact information.

To update your contact information in MyCharleston: Login to MyCharleston > Academic Services tab > Banner Self Service channel > Student > Current Contact Information link.

To update your contact information in your TTC Student Portal: Click Menu > My Education > My Information > Update My Information

COUGAR ALERT
Cougar Alert is the College of Charleston’s emergency notification system capable of reaching students, faculty, staff and parents within minutes of a campus crisis. The Cougar Alert system allows for six unique phone numbers, one text message, and two email addresses. It is important to review your methods of contact information and update as needed.

The review or update your Cougar Alert contact information login to MyCharleston > Academic Services tab > Cougar Alert channel

ACADEMIC STANDARDS
At the end of the fall semester, students who have earned at least a 2.600 GPA in full-time (at least 12 transferable credits) fall semester coursework will be eligible to transfer to the College of Charleston in the January immediately following the end of the fall semester.
CHARLESTON BRIDGE

{ CONTACTS }

BRIDGE PROGRAM GENERAL INQUIRIES
Bridge@cofc.edu

BRIDGE PROGRAM DIRECTOR
MINDY MILEY
Asst. Vice President, First Year & Bridge Student Services
mileym@cofc.edu
843.953.2017
Office Location: Office of New Student Programs, Lightsey Center Annex

COLLEGE OF CHARLESTON REGISTRAR’S OFFICE
MARY C. BERGSTROM
Registrar
registrar@cofc.edu

REGISTRATION AND SCHEDULING
PAMELA MAULDIN
Registration and Scheduling Assistant
mauldinpr@cofc.edu
843.953.5668
Office Location: Registrar’s Office, 2nd floor of the Lightsey Center, Suite 281

TRIDENT TECHNICAL COLLEGE REGISTRAR’S OFFICE
SARAH SWEAT
sarah.sweat@tridenttech.edu
843.574.6327
Office Location: Main Campus, Bldg. 410, Rm. 110
COLLEGE OF CHARLESTON

{ CONTACTS }

COLLEGE OF CHARLESTON CAMPUS HOUSING
843.953.5523
housing@cofc.edu
housing.cofc.edu
Office location: 40 Coming Street

If you need assistance with a move in question, room change process, or maintenance issues after a work order is submitted contact campus housing.

COLLEGE OF CHARLESTON CENTER FOR STUDENT LEARNING
843.953.5635
csl.cofc.edu
Office location: Addlestone Library, first floor, room 116

Students can participate in various academic supports available via different delivery methods, including walk-in tutoring labs, supplemental instruction, individual tutoring, and study strategies instruction. Walk-in labs consist of the Foreign Languages Tutoring Lab, Accounting Lab, Math Lab, Writing Lab, and the Science Lab.

The Speaking Lab is a by appointment tutoring service (with a few walk-in hours; see schedule for details), as are all foreign languages other than Spanish and some other tutoring in select courses.

Study strategies instruction is provided through individual student appointments with a professional staff member or with a Peer Academic Coach. Additionally, workshops are provided throughout the semester on selected study strategies and learning strategies.
COLLEGE OF CHARLESTON COUGAR CARD SERVICES

843.953.1100
cougarcard.cofc.edu

Office location: 162-A Calhoun Street, Berry Residence Hall, 1st floor (enter from Calhoun Street)

The Cougar Card is the official College of Charleston identification card. It is issued to all members of the campus community.

The Cougar Card is used in a variety of ways on campus. You can access your meal plan, access the George Street Fitness Center, check out materials at the Addlestone Library, ride any CARTA bus for free, and add money via Cougar Cash or Dining Dollars to use on-campus.

Residential facilities with Information Desks that are staffed 24-hours-a-day require the Cougar Card be presented and swiped each time a resident enters the building. The Cougar Card will only access the assigned residence hall. Guest registration is allowed and valid photo identification is required.

The Cougar Card becomes a personal debit card when you open a Cougar Cash Account. The Cougar Cash Account allows you to draw on pre-deposited funds to purchase products and services on campus. To make a purchase, simply present your Cougar Card at any participating location and the funds will be withdrawn from your account. You can access your balance and 60 days of transaction history on MyCharleston on the My Accounts tab or obtain a complete account statement at Cougar Card Services. To open a Cougar Cash Account, go to the Cougar Card Services website for information.

The Cougar Card is your key to meal swipes, Dining Dollars, and Cougar Cash. Cougar Card Services oversees all meal plan selections, changes, and cancellations.

The Cougar Card is designed to last through your entire student experience. The privilege to use College facilities and services accessed via the card are active when you are enrolled in the current academic term. Activation is automatic and does not require any action. Active students not enrolled in summer terms may elect to pay a fee for use of recreation facilities during the summer. Privileges end for the Spring term on May 31, Fall term ends when the College closes for the December holiday break. Please contact Campus Recreation Services, 843.953.5559 for further details.
COLLEGE OF CHARLESTON STUDENT COMPUTING SUPPORT
843.953.8000
studentcomputingsupport@cofc.edu
Visit CofC Student Computing Support online
Office location: Addlestone Library, 1st floor

The Student Computing Support desk provides phone and e-mail support to students with computer problems during regular business hours Monday thru Friday. Walk-in technical support is available to students with laptops. If students have any computer related questions, this is the place to start.

You can view Student Computing Support hours of operation online.

Student Support Desk Services include:
» Assistance to students using the learning management system, OAKS
» Advice and guidance to students regarding spyware/virus issues and prevention as well as spyware/virus removal and repair
» Assistance with the College wireless network
» Troubleshooting and computer diagnostics for student laptops
» Assistance with student email problems
» Assistance to students using the Addlestone computer lab
» Access to security information and downloads: blogs.cofc.edu/scs/security/
» Answers to computer technology questions regarding systems in use on campus

Note: Student Support Services does not provide hardware repair.
COLLEGE OF CHARLESTON RESIDENCE LIFE AND HOUSING
843.953.5523
reslife@cofc.edu
reslife.cofc.edu
Office location: 40 Coming Street

Residents have the opportunity to participate in a wide variety of residence hall, community service, social, developmental and educational programs. During the school year, the Resident Assistants will follow a Community Development Programming model developed by the Residence Life Leadership Team. This model is centered on teaching students the concepts of positive citizenship and the value of involvement.

The Department of Residence Life believes that there is "something for everyone" in respect to learning outside the classroom.

COLLEGE OF CHARLESTON STUDENT HEALTH SERVICES
843.953.5520
healthservices@cofc.edu
studenthealth.cofc.edu
Office location: 181 Calhoun Street

The Office of Student Health Services is staffed by experienced, board-certified physicians, nurse practitioners, physician assistants and registered nurses who provide early diagnosis and treatment of the conditions that you might have, or develop while attending the College.
TRIDENT TECHNICAL COLLEGE
{ CONTACTS }

TRIDENT TECHNICAL COLLEGE BOOKSTORE
843.574.6578
bookstore@tridenttech.edu
bookstore.tridenttech.edu
Office location: Main Campus, TTC Bookstore Bldg. 950

Students will purchase books online and they will be delivered to the College of Campus for distribution before the first day of classes.

TRIDENT TECHNICAL COLLEGE FINANCIAL AID OFFICE
843.574.6110
Visit TTC Financial Aid Office online
Office location: Main Campus Bldg. 410/Rm. 102

The Financial Aid office is here to help you navigate the financial aid process and find the best way to pay for your college education.

TRIDENT TECHNICAL COLLEGE DISABILITY SERVICES OFFICE
843.574.6131
Visit TTC Disability Services Office online
Office location: Main Campus, Bldg. 410, Rm. 210

Services for Students with Disabilities (SSD) is part of the Counseling and Career Development department at Trident Technical College. SSD assists any student with a documented disability. SSD will work with College of Charleston’s Center for Disability Services to provide access to approved services. If the Charleston Bridge program requirements are successfully completed in the fall, students would work directly with the College of Charleston’s Center for Disability Services.
TRIDENT TECHNICAL COLLEGE IT HELPDESK
my.tridenttech.edu

Students visit my.tridenttech.edu for technical assistance.

To find information about logging in, changing your password and updating your address you should follow the steps below:

1. Log into the TTC portal.
2. Go to the TTC Express Section.
3. Select TTC Express for Credit Students.
4. Go to Login Help/Information for Users with Existing Accounts.
5. Select which option you would like to do (change password, update address, etc.).

TRIDENT TECHNICAL COLLEGE BUSINESS OFFICE
843.574.6124
Visit the TTC Business Office online
Office location: Main Campus Business Office, Building 410, room 124
{ PAYMENT METHODS & OPTIONS }

CREDIT CARDS
You can use VISA, MasterCard, Discover or American Express in the Business offices and bookstores on all four TTC campuses and with TTC Express in the my.tridenttech.edu student portal. When paying by credit card in person, you must present a valid picture ID and your name must be on the credit card.

CHECKS
When paying by check, be sure to include the following on the back of the check: your full name, student ID number and driver’s license number. You must present a picture ID when paying by check.

PAYMENT PLAN INFORMATION
Trident Technical College wants to make college as affordable as possible for you. A deferred payment plan is available. This is a payment plan and not a loan - interest charges, finance charges and credit checks do not apply.
AS A CHARLESTON BRIDGE STUDENT, your primary connection to the Trident Technical College community will be the TTC faculty and your coursework. However, as a participant in the program, you will have a multitude of opportunities to engage with staff and services provided by the College of Charleston. Such opportunities include:

ACADEMIC SUPPORT SERVICES

csl.cofc.edu
The Center for Student Learning provides comprehensive academic support programs for students as they strive for excellence in learning, while promoting student leadership and development through peer education experiences.

ATHLETIC EVENTS/TICKETS

cofcsports.com
Free admission to all home games with your cougar card.

CAMPUS RECREATION SERVICES

campusrec.cofc.edu
This area provides facilities and a variety of activities that contribute to the overall health and wellbeing of the College community.
» Intramural sports - competitive activities in a number of individual and team sports
» Sport clubs - club programs for individuals with a common sport interest
» George Street Fitness Center - a 15,000-square-foot activity center, stocked with the latest cardio equipment and an impressive line of free-weight, resistance-training equipment and weight machines

CLUBS AND ORGANIZATIONS

cofc.edu/campuslife/clubsandorganizations
CofC has more than 200 student clubs and organizations where you can make new friends, learn from others, serve the community, share your talents, and best of all try something totally new.

Students can find more information about clubs and organizations online through OrgSync.
ENGAGEMENT OPPORTUNITIES

INTRAMURAL AND CLUB SPORTS
Learn more about intramural sport clubs online.
Campus Recreation Services organizes flag football, kickball and midnight basketball leagues among other activities. They also run weekend sea kayaking, hiking and climbing adventures. They oversee 22 sports clubs that will give you a chance to experience and compete in everything from men’s and women’s Ultimate Frisbee, rugby and soccer to belly dancing, watersports and ice hockey.

GEORGE STREET FITNESS CENTER
Visit George Street Fitness Center online
Centrally located at 50 George Street on the first floor of the Campus Center Apartments, this 13,000 sq. ft. workout space includes state-of-the-art cardio equipment, weight machines, free weights and benches, lockers and showers. It is free to use with your Cougar Card.

NEW STUDENT & FAMILY ORIENTATION
orientation.cofc.edu
The mission of orientation is to assist all new and readmitted students to the College of Charleston and their families through educational programming and services that support and enhance the overall curricular and co-curricular experience. Services will include the development of diverse learning opportunities that facilitate student engagement and personalized peer education experiences.

ENGAGEMENT RESTRICTIONS
Charleston Bridge students have access to a remarkable number of resources and opportunities at both TTC and CoFC. Only a few engagement restrictions exist. Charleston Bridge students are not eligible to join social fraternities or sororities; serve as an officer of record in a CoFC student organization; participate in intercollegiate athletics; or participate in an activity that requires CoFC course enrollment. Students will have access to these opportunities, however, once they become full time College of Charleston students.

LEADERSHIP COUNCIL
THE CHARLESTON BRIDGE LEADERSHIP COUNCIL
is an opportunity for Bridge participants to communicate their suggestions, opinions, challenges, and successes with their experience in the Charleston Bridge program. The group serves as an advisory committee to the Charleston Bridge program director. This opportunity will allow you to make strong connections with faculty and staff and your input provides valuable insights to consider for future programming and policy development.

The Leadership Council meets once a month during the fall semester and once during the spring semester of your first year at the College of Charleston. There are five available spots open to any currently enrolled Charleston Bridge participant. Members of the Leadership Council should be interested in being campus leaders, excel in the classroom, and meet deadlines for the Student Success Seminar modules and program requirements.

If you are interested in applying for the Leadership Council, you will be expected to complete an application by the application deadline. The application and details about applying will be shared with Charleston Bridge participants by email and information will be available online. Your Bridge Mentor can also give you information about this opportunity to serve.
AS A STUDENT IN the Charleston bridge program, you will have two email addresses that you need to check frequently. During the summer, you should check in weekly. A week before you move in and through the semester, you should check it daily.

You can access your trident tech email through the mytridenttech.edu portal. You can access your College of Charleston email through the MyCharleston portal. You may find it helpful to put both email accounts on your cell phone.

EMAIL ETIQUETTE 101

From: Heckel, Megan
Sent: Tuesday, July 07, 202X 3:11 PM
To: Smith, Gene
Cc: 
Bcc: 
Subject: Advising Meeting

Dear Dr. Smith,

Hope this message finds you well. My name is Megan and I am a freshman biology major at DePaul. I was wondering if you would have time this week to meet with me to discuss courses for next winter quarter. Whenever is most convenient for you would work for me as my schedule is wide open this week.

Let me know what time would be best, or if I can provide any further information. Thank you in advance, looking forward to hearing from you.

Megan Heckel
DePaul University | 773-325-7011 | mheckel@depaul.edu

Send email at appropriate time of day. 9am-5:00pm. If sent outside “normal business hours” don’t expect a response immediately. People are busy! Wait at least 24 hours in most cases to hear back.

Check Cc and Bcc lines to make sure you are sending it to who it’s supposed to go to.

Identify who you are writing to them

Identify why you are writing to them

If requesting a meeting, include availability

Typically you are requesting something in an email...always make it easier on them by seeing if there is anything else you can provide or do

Include a sincere goodbye. It’s appropriate as long as they aren’t excessive

Have a clear concise applicable subject

A nice greeting sets for a nice tone

Address people properly: Dr., Professor, etc.

Make sure signatures are concise and include contact info.
STUDENT CODE OF CONDUCT

AS MEMBERS OF THE COLLEGE COMMUNITY, students are expected to evidence a high standard of personal conduct and to respect the rights of other students, faculty, staff members, community neighbors, and visitors on campus. Students are also expected to adhere to all federal, state, and local laws.

An honor board, a body composed of students, faculty, and staff members, will hear alleged violations of the Honor Code or Code of Conduct, which are not admitted by the student.

A student who admits to a violation of the Honor Code or Code of Conduct may elect to have the violation adjudicated by the reporting faculty member(s), a Student Affairs administrator, a disciplinary panel, or an honor board.

TTC ACADEMIC HONOR CODE
Trident Technical College follows the Student Code for The South Carolina Technical College System. Students can view the academic policy under the Student Code section III of the Student Conduct Regulations.

» View the TTC Student Code online

DISCIPLINARY ACTION
For violations of the TTC honor code, TTC will follow the Student Code for the South Carolina Technical College System.

» View the TTC Student Code online

For violations of the CofC Code of Conduct, CofC will follow the procedures in the Student Handbook.

» View the CofC Code of Conduct online

COFC STUDENT HANDBOOK
» View the CofC Student Handbook online

TTC STUDENT HANDBOOK
» View the TTC Student Handbook online

SEXUAL VIOLENCE AND SEXUAL HARASSMENT
For Classroom Incidents (TTC)
The Student Code for the South Carolina Technical College System sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct. This Code applies to behavior or complaints alleging acts of sexual violence or sexual harassment on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community and the Code applies to all students from the time of applying for admission through the awarding of a degree, diploma, or certificate.

» View details regarding the TTC reporting process online

For All Activities Outside the Classroom
We encourage members of the campus community who experience any form of sexual misconduct, as defined in section 3.0 below, to seek help and to report the misconduct. On and off-campus resources are outlined in sections 3.2 and 3.3 below. Students are encouraged to report sexual misconduct whether the sexual misconduct occurs on- or off-campus. Resources are available for students no matter where the misconduct occurs. The College of Charleston will take appropriate steps to respond to complaints of sexual misconduct. If alleged misconduct occurs off-campus, the College will take the necessary steps to address any continuing effects of off-campus sexual harassment in the educational setting.

» View details on the CofC policy and reporting process online
RESIDENTIAL POLICIES

» View the residential policies online.

RESIDENCE HALL SELECTION & ROOMMATE PLACEMENT
After paying the housing deposit and housing application fee in MyCharleston, students can click on the MyHousing/Dining button on the top of MyCharleston to open the housing application.

Housing assignments are made in application completion order. The earlier you complete your housing application, the better chance you have at receiving your top preferences. Building requests are not guaranteed, but will be considered based on the date you complete your housing application. Roommate requests are not guaranteed, but will be considered when assigning housing. Charleston Bridge students will only be assigned roommates that are also participating in the Charleston Bridge program. Charleston Bridge students will be assigned to Berry, Buist, Craig, College Lodge or Liberty residence halls. A request for a roommate not participating in Charleston Bridge will not be approved during the fall semester.

RESIDENCE HALL STAFF
Residence Hall Directors (RHDs) are full-time, live-in professionals who serve as the supervisor of a residence hall community on campus.

Resident Assistants (RAs) are undergraduate students who have been specially selected and trained to work in the residence halls and houses. These typically upper-class student staff members serve as resource persons, peer counselors, and advisors. Among other duties, RAs assist in resolving roommate conflicts, enforcing residence hall policies and procedures, and planning activities and programs. If you have any problems or concerns, this is the first person that you should contact in seeking a resolution.
Desk Assistants (DAs) are undergraduate students hired to provide information and services at most residence hall information desks. DAs staff most information desks from 6:45 a.m. until 11:00 p.m., after which a State Security Officer from Public Safety will be present. Contact a DA whenever you need information or immediate assistance.
WORK ORDER REQUEST PORTAL
Work order requests can be submitted using the Work Orders tab in the MyHousing portal via MyCharleston. If you have questions, please refer to this guide: How to Enter a Work Order Request. If you are unable to access the Internet from your room, please use the nearest common computer terminal. Online is the fastest way to have your needs addressed. If you experience a maintenance emergency during normal business hours (8:30 am - 5:00 pm Monday through Friday) you may immediately call 843.953.5550. If you experience a maintenance emergency after normal business hours immediately contact the front desk of your residence hall.

ROOM CHANGES
Students occasionally find themselves in a situation where they are unhappy with their living environment. This often happens at the beginning of a semester when students are adjusting to their new environment. If a student is having difficulty adjusting, s/he should contact their Resident Assistant (RA) and together they will work towards a solution. This frequently includes a roommate contract.

If the RA feels that the student or students need to talk further with a Residence Life staff member, they will be referred to their Residence Hall Director (RHD). If the RHD feels that a room change is in order, they will begin the room change process with the student.

Campus Housing will meet with the student to discuss the problem and review housing options that will best fit the student’s needs.

Note: room change requests are not accepted until 2 weeks into the fall or spring semester.

IPTV
IPTV (Stream2) is a new alternative to traditional cable TV that is utilized in College of Charleston campus housing. This service is called Stream2. Stream2 can be viewed on web browsers, iPhones, iPads, Android phones, Android tablets, and Apple TV through AirPlay mirroring. Stream2 can also be viewed on a digital television with built-in HDMI using an Amazon Fire TV or an Amazon Fire Stick device, which can be purchased online or at various retail locations. Please note that students will not be able to connect to Stream2 on televisions that do not have built-in HDMI.

» More information can be found on the amenities page online.
COMMUNITY STANDARDS
& REGULATIONS

IN ALL COMMUNITIES, there is a moral code of ethical behavior that binds participants together, and a body of official rules and regulations that defines personal freedoms and responsibilities. It applies to all members of the residential living community and is intended to promote an atmosphere of trust and fairness in all residential spaces and in the conduct of daily campus life. Outlined in this section, we have provided the rules and regulations for campus life as well as the consequences associated with violations of the general rules of conduct.

As part of the residential living community, all students and their guests are expected to:

» Abide by all policies and procedures as stated in the Residence Life and Housing Contract, this Guide to Residence Living, and the College of Charleston Student Handbook.

» Understand that ignorance of the policies and procedures found in the Housing Contract, the Guide to Residence Living, and the Student Handbook does not absolve students and guests from the policies and consequences therein.

» Residence Life and Housing Administration reserves the right to refer violators of any alleged charges/violations to the appropriate campus authority, which may include the Department of Public Safety or the Dean of Students.
COLLEGE OF CHARLESTON has policies, guidelines, and conduct regulations that you will be expected to comply with both on and off campus. Any behaviors or situations that are found to be violations of college policy may result in termination from the Charleston Bridge program.

Violation of residence hall policies, being an involved party in an incident, or violation of fire and life safety policies may result in termination from the program. Residents are responsible for the actions of their guests. If a guest violates the alcohol or drug policy, or other residence hall policies, the resident may be subject to the conduct process and sanctions and may be terminated from the program.

All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, may result in termination from the program.

You will be expected to meet all program requirements (refer to the program requirements section of the handbook). If you do not meet the program requirements or you do not have an approved appeal, you will not be admitted to the College of Charleston for the upcoming semester. You will be expected to remove all belongings, follow all move-out protocol, and vacate the residence hall by the move-out deadline.
{ APPEAL PROCESS }

Students who do not meet program requirements will not be admitted to the College of Charleston for the spring semester. These requirements include a 2.6 cumulative GPA at the end of fall, earning 12 hours, completion of the online Student Success Seminar modules, and workshop attendance. An appeal will only be considered if a student experienced significant mitigating circumstances during the fall semester that affected their ability to meet program requirements.

The appeal and required documentation must be received by the Charleston Bridge program director no later than 2:00pm EST Monday, December 11, 2017. Students are encouraged to send in the appeal as soon as possible and not wait until the last day to submit the appeal. NO late appeals will be accepted.

The committee will heavily weigh the following information when determining whether an appeal is approved:

1. The narrative regarding the circumstances provided by the student.
2. Recommendations from TTC faculty, staff, and the Charleston Bridge mentor.
3. Successful completion of components of the program (i.e. completion of Charleston Bridge Student Success Seminar, workshop attendance, meetings with a Charleston Bridge Mentor).
4. Demonstration and documentation of significant mitigating circumstances beyond the student’s control that affected the ability to meet requirements or participate in activities. Poor performance alone is not considered a mitigating circumstance.
5. Meeting the cumulative GPA and earned hours requirement but did not meet other requirements.
If approved, an Appeal Contract will be issued, and the student will be required to sign the contract. A registration hold will be placed on the student’s account until the signed contract is completed. As part of the appeal contract, the student may be obligated to meet conditions as determined by the Appeal Committee. Such conditions could include:

- regular meetings to discuss academic progress with a peer academic coach
- regular meetings with an accountability partner
- regular meetings with a professional staff member in the Center for Student Learning
- registration and successful completion of EDLS-100 in the spring
- attending Study Skills Seminars
- use of the Center for Student Learning (CSL) accounting, foreign language, math, speaking, and/or writing lab(s)
- regular meetings with a certified CSL tutor for any course not covered by supplemental instruction or CSL walk-in labs
- use of various campus student or academic support services

A decision regarding a student’s appeal will be emailed to the College of Charleston-issued email account by December 12, 2017. If an appeal is denied students must vacate the residence hall by noon on December 14, 2017. Information related to the status of an appeal will not be provided over the phone.

If an appeal is approved you must attend parts of orientation in January to register for spring classes. Information about the January date and time for your academic advising and course registration will be sent to your College of Charleston email account. A registration hold will be placed on your account preventing course registration until you attend.
USING YOUR MYCHARLESTON STUDENT PORTAL (MY.COFC.EDU)

MyCharleston (my.cofc.edu) is your secure gateway to the College of Charleston's online services. This portal contains links to helpful information and services on our campus. Some channels will not be applicable to Charleston Bridge students until they are accepted as College of Charleston students in the spring. In general, use this portal if you:

- Want to login to OAKS, the College of Charleston learning management system.  
  Login to MyCharleston > click on the acorn icon in the upper right hand corner

- Want to view the academic calendar or final exam schedule.  
  Click Academic Services tab > look for the Charleston Bridge Program channel

- Want to download a drop/add or course withdrawal form.  
  Click Academic Services tab > look for the Charleston Bridge Program channel

- Want to download a FERPA release form.  
  Click Academic Services tab > look for the Charleston Bridge Program channel

- Want to update your address or contact information with CofC.  
  Click Academic Services tab > Banner Self Service > Student > Current Contact Information

- Want to view a list of helpful campus life information and services links.  
  Click Student Services tab > look for the Campus Life channel

- Want to search the library for a book, article, or journal.  
  Login to MyCharleston > click on the library book icon in the upper right hand corner

If you need assistance with your MyCharleston portal account, please contact our Help Desk (helpdesk@cofc.edu or 843.953.3375).
USING YOUR TTC STUDENT PORTAL (MY.TRIDENTTECH.EDU)
The TTC Student Portal provides students with access to various tools and information regarding their enrollment as a TTC student. Charleston Bridge students may not utilize all of the features available in this portal. In general, use this portal if you:

» Are seeking information about your payment account or financial aid.  
  Click Menu > Financial Life

» Want to check your TTC student email account. On the Home tab,  
  Click “click here to read your my.tridenttech.edu Student Email.”

» Want to update your address or contact information with TTC.  
  Click Menu > My Education > My Information > Update My Information

» Want to update your address or contact information with CoFC.  
  Click Academic Services tab > Banner Self Service > Student > Current Contact Information

» Want to view your class schedule.  
  Click Menu > My Education > My Information > My Schedule

» Want to view your final grades when they are posted.  
  Click Menu > My Education > My Information > My Grades

If you need assistance with your TTC Student Portal account, contact 843.574.6999 option No. 2.
TTC FALL COURSE SELECTION AND SCHEDULE

Students will confirm their registration schedule for their Trident Technical College courses during Orientation at the College of Charleston. Students who wish to make changes to their schedule after Orientation may do so during the specified drop/add period in August (see Charleston Bridge Academic Calendar for specific dates). Instructions for dropping, adding, or withdrawing from a course are in the next section.

Students can view their course schedule (including TTC professor name, CofC classroom location and meeting days/times) in MyCharleston.

Login to MyCharleston > Select the Academic Services tab > Banner Self Service > Student > Registration > Concise Student Schedule > Select the Term > Submit

DROPPING OR WITHDRAWING FROM A COURSE

Students who wish to drop/add a course during the specified drop/add period or withdraw from a course during the specified withdrawal period should complete the TTC Drop/Add or Course Withdrawal form and return it to the College of Charleston Office of the Registrar located on the 2nd floor of the Lightsey Center at 160 Calhoun Street. The TTC Drop/Add or Course Withdrawal forms can be found in the Charleston Bridge Program channel on the Academic Services tab in MyCharleston or in the College of Charleston Registrar’s Office.

USING OAKS

OAKS is the College of Charleston’s learning management system. Your instructors will use OAKS to post course content, syllabi, reading materials, announcements, assignments, and discussions. Professors may also conduct quizzes and tests in OAKS. You can access OAKS through MyCharleston (my.cofc.edu).

Click the acorn icon in the upper right hand menu bar. Note: Charleston Bridge students should not use the “Access My Courses (D2L)” feature in their TTC Student Portal.

USING DEGREE WORKS

Degree Works is the College of Charleston’s degree audit tool for tracking student degree progress. Degree Works is located on the Academic Services channel in MyCharleston. Your audit will not populate with your Trident Technical College courses until you transfer to the College of Charleston in the spring. However, you can start preparing for your transition by clicking the What-If feature on the left-hand navigation menu. The What-If feature allows you to explore the requirements for specific majors, minors, and certificates at CofC.
COST OF ATTENDANCE
AND BILLING

TRIDENT TECHNICAL COLLEGE FALL BILL PAYMENT
All fall billing for the program (including CofC housing, CofC meal plan and TTC tuition and fees) will be indicated on the student’s bill with Trident Technical College.
»View payment information and options online.

TTC TUITION PAYMENT PLAN
»View payment plan information online.

REFUND POLICY
»View the refund schedule online.

FINANCIAL AID
»View step-by-step instructions online.

CHARLESTON BRIDGE PROGRAM
COST OF ATTENDANCE
»View program cost of attendance online.

DINING SERVICES
AND MEAL PLANS

All students in the bridge program are required to have a meal plan while living on campus their first year. The meal plan selection is made during the housing application process. Students can choose from the following meal plans: All Access Diamond + $300 Dining Dollars, All Access + $100 Dining Dollars, or 12 meals per week + $275 Dining Dollars.

For more information regarding the meal plan options and dining services locations, go to charleston.campusdish.com.

For information about changing your meal plan and the deadlines, go to cougarcard.cofc.edu.
ACADEMIC ADVISING & PLANNING CENTER  
843.953.5981  
advising.cofc.edu  
Academic advisors (either in the Academic Advising and Planning Center or specific academic departments) explain the College of Charleston graduation requirements, and discuss major and course options as they relate to your personal goals, as well as any academic concerns you might have.

ADDLESTONE LIBRARY  
843.953.5530  
library.cofc.edu  
» First floor: 260 computers; check out iPads and laptops; help with research, etc.  
» Second floor: group study rooms and book collection  
» Third floor: Special Collections (rare books and archives), periodicals and additional study rooms

CAREER CENTER  
843.953.5692  
careercenter.cofc.edu  
Career Center can help you explore majors and careers, find opportunities to gain experience, and prepare for a career and/or graduate school. Visit the Career Center early to get a head start with internships, and on- and off-campus jobs.
CENTER FOR CIVIC ENGAGEMENT  
843.953.5838  
voluteer.cofc.edu  
The Center for Civic Engagement matches student volunteers with community needs. Volunteer opportunities range from one-day events to yearlong mentoring programs.

COUGAR CARD SERVICES  
843.953.1100  
cougarcard.cofc.edu  
The Cougar Card is your official identification card. It is your key to campus events (athletics events, discounted tickets), facilities (residence halls and fitness center) and services (meal plan, checking books out of the library).

COUGAR SHUTTLE  
888.960.2227  
Visit the Cougar Shuttle online.  
This service is available at no charge to our students with a College of Charleston ID - seven nights a week during the spring and fall semesters, from 11:00 p.m. until 3:00 a.m.

COLLEGIATE RECOVERY PROGRAM  
843.953.6630  
Visit the College Recovery Program online.  
The Collegiate Recovery Program at College of Charleston provides a safe and nurturing student-focused community in which students in recovery from substance and/or addictive disorders can be empowered in furthering their academic, professional and personal potential to become healthy, responsible, productive members of society.

COUNSELING & SUBSTANCE ABUSE SERVICES  
843.953.5640  
counseling.cofc.edu  
College is a time of choices and a time of almost overwhelming responsibilities, stresses, joys and frustrations. The staff of Counseling and Substance Abuse Services is here to listen and to help you make good choices. They can provide you with the tools you need to thrive in your circumstances. They offer individual and group counseling, and concrete steps to take so that you can move forward.
DINING SERVICES
843.953.5539
charleston.campusdish.com
Between classes, work, meetings and your social life, there’s no time to prepare great food. Relax! You do have options.
  Locations:
  » Chick-fil-A Express
  » City Bistro
  » Einstein Bros. Bagels
  » Liberty Fresh Food Company
  » Market 159
  » Marty’s Place
  » P.O.D. Express

DISABILITY SERVICES
843.574.6131
If you require disability-related accommodations, please visit Trident Technical College’s Services for Students with Disabilities (SSD) website for how to apply.

FINANCIAL AID
843.953.5540
finaid.cofc.edu
The Office of Financial Assistance and Veterans Affairs handle business related to federal student aid, grants, scholarships, loans, etc.

FIRST-YEAR EXPERIENCE
843.953.2017
fye.cofc.edu
The College of Charleston’s First-Year Experience (FYE), recently ranked the #10 FYE program by US News and World Report, is an academic program designed to fully integrate new students into the academic and cultural community of the College of Charleston. All of the courses give new students an opportunity to work closely with top-level faculty, to meet other new students at the beginning of the school year, smooth their transition to college, and provide them with the skills that will help them succeed throughout their academic careers. Fostering these connections and skills in the first year is crucial to success at the College, graduation, and beyond.

As a Charleston Bridge student, you are required to be pre-registered for your FYE course in the Spring semester. View the course offerings online.

To start the pre-registration process you will receive an email at your CofC email address on October 2 asking for your top 5 FYE course choices. You must submit your selections by October 15 and you will be informed of your FYE course placement by October 31. You will then be officially pre-registered for your FYE course between December 9-11.
HIGDON STUDENT LEADERSHIP CENTER  
843.953.6356  
hslc.cofc.edu  
The mission of the Higdon Student Leadership Center is to provide opportunities designed to empower responsible student leadership in order to enrich the community while promoting positive citizenship and the holistic development of students.

MULTICULTURAL STUDENT PROGRAMS & SERVICES  
843.953.5660  
mspss.cofc.edu  
The Office of Multicultural Student Programs and Services provides a welcoming and inclusive environment that meets the particular needs of underrepresented populations.

OFFICE OF THE REGISTRAR  
843.953.5668  
registrar.cofc.edu  
The Registrar’s Office maintains student academic records, organizes registration for courses and coordinates students’ direct access to their own records. It is where you go to update your address, drop/add classes, keep track of the academic calendar, and get information on the Family Educational Rights and Privacy Act of 1974 (FERPA).

STUDENT HEALTH SERVICES  
843.953.5520  
Visit Student Health Services online.  
The Office of Student Health Services is staffed by experienced, board-certified physicians, nurse practitioners, physician assistants and registered nurses who provide early diagnosis and treatment of the conditions that you might have, or develop while attending the College.

STUDENT LIFE  
843.953.5722  
studentlife.cofc.edu  
More than 200 organizations represent the interests, beliefs and ideologies of student groups, including honor societies and clubs focusing on academics, drama, government and politics, international interests, religious, service, special interests and sports. Some examples and categories of groups include:  
» Cougar Activities Board (CAB)  
» Higdon Student Leadership Center  
» Sports clubs  
» Faith-based organizations  
» Multicultural organizations  
» Political organizations  
» Performing organizations  
» Service organizations  
» View all CofC clubs and organizations online.

UNDERGRADUATE ACADEMIC SERVICES  
843.953.5674  
undergrad.cofc.edu  
This office handles matters related to the academic well-being of all undergraduate students. The office is the main point of contact for students in the Impact program as well. Students will work with this office in the spring when they are accepted as Impact students.

VICTIM SERVICES  
843.953.2273  
victimservices.cofc.edu  
If someone should be the victim of a crime, certified victim service providers are available to address the non-counseling fallout, attend to ongoing distractions or interruptions that can occur if a court process is involved, and work to resolve any matters of concern related to the crime and its impact on the college experience.
{ IMPACT SCHOLARS }

Students who successfully meet the requirements of the Charleston Bridge Program in the fall semester will transition to the College of Charleston in the spring semester as a First-Year Mandate Impact Scholar.

First-Year Impact Scholar students are provided with clearly defined academic expectations and intentionally designed academic supports that allow students to develop the behaviors necessary for academic success. Students will sign an Impact Scholars Learning Contract that outlines requirements that must be met during the first two semesters of enrollment (Spring 2018 and Fall 2018) at the College of Charleston.

IMPACT SCHOLARS LEARNING CONTRACT
The First-Year Impact Scholars Learning Contract requires students to:

» Earn a minimum cumulative GPA of 2.00 and 24 credit hours by the end of the second semester of enrollment (Fall 2018) to be eligible to continue at the College of Charleston. Note: summer term courses cannot be used to make up any deficiencies in GPA or hours earned. Transfer credits, AP credits, and credits taken in the Fall 2017 semester at Trident Technical College are not considered when GPA and credit hours are assessed.

» Enroll in a First Year Experience course in the Spring 2018 semester.

» Meet with assigned advisor in the Academic Advising and Planning Center twice each semester to identify and discuss goals and create an academic plan.

» Meet weekly with a Peer Academic Coach.

» Enroll full-time each semester (minimum of 12 hours). Enrolling in 14-16 hours is recommended.

» Obtain permission from the Impact Scholars Program Director before changing course schedule or withdrawing from a course.

» Attend all mandatory workshops offered by the Impact Scholars Program.
THE FIRST-YEAR IMPACT SCHOLARS LEARNING CONTRACT recommends that students:

» Complete the first-year writing (ENGL 110) requirement.
» Limit employment to no more than 15 hours a week, including weekends.
» Live on campus for at least the first semester of the Impact Scholars learning contract and it is recommended to live on campus for the second semester.
» Utilize the services offered by the Center for Student Learning

STUDENTS ARE REMINDED THAT:

» Program staff will review mid-term grades and students may be required to meet with program staff to discuss any classes of concern.
» Grades will be reviewed at the end of the spring semester. Students not meeting the 2.00 GPA requirement of the contract will be required to enroll in EDLS-100: Learning Strategies.
» Students who are exceeding the 2.00 GPA and credit hour requirement after the first semester may have their learning contract revised to include alternative supports and less frequent meetings with their Peer Academic Coach.
» MyCharleston should be updated regularly with correct contact information.
» College of Charleston email is the primary means of program communication and should be checked daily.
» Students enrolled as First-Year Impact Scholars are not eligible for a Leave of Absence or withdrawal from all courses in their first two semesters. Students who are experiencing significant mitigating circumstances should contact program staff for assistance.

Students who fail to meet the requirements of the First Year Impact Scholars Learning Contract are not eligible to continue at the College of Charleston. Students are required to complete 30 hours of transferrable credit at another institution and must then apply for conditional readmission in order to return.
ACADEMIC ADVISING

ACADEMIC ADVISORS
A professional academic advisor from the College of Charleston will be assigned to work with you once you transfer to the College of Charleston for the spring semester. During the fall semester, an academic advisor will be in communication regarding key academic deadlines as well as offering availability to discuss academic concerns. advising.cofc.edu/

ACADEMIC ADVISING OAKS COURSE
You are required to complete the online OAKS course prior to your orientation for the College of Charleston in December. This Academic Advising OAKS course includes several short learning modules that will lay a strong foundation for the orientation experience.

SPRING ADVISING AND REGISTRATION
On December 11-12, 2017, you will meet with an academic advisor to discuss your academic plan and register for spring courses.

PLACEMENT TESTING
You must complete placement tests for French, German, or Latin by December 1. If you do not complete them by the deadline, please complete them before you attend orientation to ensure a productive meeting with your advisor. You will be unable to register for French, German, or Latin courses without placement test results.

For many of these tests, you will need a computer with Internet access. Choose a computer with the fastest possible Internet connection (Ethernet or better). If one is not available to you at home, you may utilize a computer at your school or public library. Placement tests are located on your Academic Services tab of MyCharleston.

GENERAL EDUCATION REQUIREMENTS
The Liberal Arts and Sciences General Education requirement serves all students, regardless of major, and assures that students are exposed to a breadth of intellectual inquiry distributed across seven areas of the curriculum: History, Humanities, Mathematics and Logic, Foreign Language, Natural Science, Social Science, and Writing.

»View the general education requirements online.
DECLARING A MAJOR

& PROGRAM OF STUDY

Declaring your major is instrumental to your academic success at the College of Charleston. This will help you plan the most efficient and beneficial path to your degree. Currently enrolled, degree-seeking undergraduate students must declare a major no later than the second semester of their sophomore year (45-60 credit hours). Students can submit their major declaration requests online through the Program of Study Management (POSM) channel located on the Academic Services tab in MyCharleston.

» View the Program of Study Management (POSM) system online.

REGISTRATION HOLDS

During your first two semesters as an Impact Scholar, you will have mandatory advising appointments. A registration hold will be placed on your account prohibiting registration for the subsequent semester until you complete your mandatory advising appointments.

MAJOR ROADMAPS

Each Department has created a roadmap for their majors. A roadmap is a suggested semester-by-semester planning guide for a major. It is a model four-year plan, not a guaranteed sequence or contract. Course availability may vary from semester to semester. Roadmaps typically do not include specific general education coursework suggestions unless required by the major.

Roadmaps are not meant to cover every possibility. They are intended to provide guidance in planning your academic path. Roadmaps should be reviewed in consultation with your advisor. Road maps can be found on your Academic Services tab of MyCharleston or the Office of the Registrar website.

» View the major roadmaps online.

UNDERGRADUATE CATALOG

The College of Charleston Undergraduate Catalog serves as a guide to the academic requirements, institutional policies, and programs of study particular to the institution. It can be located on your Academic Services tab of MyCharleston or at catalog.cofc.edu.
{ STUDENT COMPLAINTS }

Students who do not meet program requirements will not be admitted to the College of Charleston.

TRIDENT TECHNICAL COLLEGE STUDENT COMPLAINTS

Academic Complaint
A student with a concern about a grade, the availability of textbooks, course content, the classroom environment or instructor should follow the Academic Complaint process in the TTC Student Handbook by submitting the Academic Complaint form to the academic dean responsible for the course or fax to 843.574.6789.

Discrimination Complaint
A student with a complaint about alleged discrimination on the basis of age, gender, race, color, national or ethnic origin, religion, marital status, veteran status, disability or pregnancy, submit the Student Services - Discrimination Complaint form.

Title IX Complaint
A student with a complaint about any aspects of sexual violence, sex/gender harassment, sexual discrimination or sexual misconduct contact by email to the Title IX Coordinator, or call 843.574.6208.

To submit a completed complaint form by U.S. mail to Trident Technical College:

Trident Technical College
Attention: (Complaint type; academic complaint - include academic dean)
P.O. Box 118067
Charleston, South Carolina 29423-8067

{ ACADEMIC COMPLAINTS }

A student charged with Academic Misconduct can appeal the sanction by following the appeal process in the Student Code.

Click on Student Code - SBTCE (State Board for Technical and Comprehensive Education) - Policy 3-2-106.1 - Student Code>Section IV B>Student Disciplinary Procedures>Academic Misconduct.
FINANCIAL AID PROBATION INELIGIBLE
A student with a financial aid ineligible status can submit an appeal for review by the TTC Appeal Committee. Click Academic and Financial Aid Appeals for instructions and deadlines about the appeal process and requirements for providing required documentation.

ENROLLMENT HISTORY
Federal regulations limit the availability of Federal Title IV aid for students with unusual enrollment patterns at multiple institutions. Students in this situation receive notification about enrollment history on the Student Aid Report (SAR). TTC’s Financial Aid office must review all transcripts from previously attended colleges to assess overall academic progress.
Go to my.tridenttech.edu > TTC Express > Financial Aid > Financial Aid printable forms.

LIFE SCHOLARSHIP
A Life Scholarship recipient who did not meet academic requirements to continue receiving the LIFE Scholarship because of an extenuating circumstance may file an appeal by the annual deadline directly to the South Carolina Commission on Higher Education or call 1.877.349.7183 to request an appeal packet. Students appealing continuance of the LIFE Scholarship must mail their completed appeal to South Carolina Commission on Higher Education, 1333 Main St, STE 200, Columbia, SC 29201 or fax to 803.737.2297.

SPECIAL CIRCUMSTANCES FOR FINANCIAL AID AWARDS
A student who experiences a change in their financial status can request consideration for financial aid award adjustments when special circumstances occur that change the financial information provided on the Free Application for Federal Student Aid (FAFSA). Examples include layoffs and wage/hour reductions, costly medical situations, changes in dependent status, or losing a home to foreclosure. Contact the TTC Financial Aid office for details at 843.574.6110.
OTHER/NON-ACADEMIC
APPEALS

RESIDENCY
A student’s residency classification occurs during the admission process. To appeal residency classification, submit the required Residency Appeal form to the Admissions office at any campus or fax to 843.574.6483 or mail to Admissions Office, Main Campus at the TTC mailing address below.

SOUTH CAROLINA TAX COMMISSION DEBT COLLECTION
The South Carolina Department of Revenue supports state agencies by collecting on outstanding accounts through the garnishment of state individual income tax refunds. Annually during the fall semester, TTC’s Finance division mails a letter to all TTC students with delinquent balances about the tax garnishment program. The letter includes instructions for students to appeal in writing by U.S. mail to the college’s hearing officer within the 30-day deadline stated in the notification letter.

STUDENT DISCIPLINE
A student placed on a disciplinary sanction for student misconduct may appeal the sanction and request a hearing by filing a written appeal within the timeline outlined in the SC Technical Colleges Student Code – SBTCE Procedure 3-2-106.1.

EXTENiating CIRCUMSTANCES - NON-ACADEMIC ONLY
To appeal a TTC policy or procedure due to an extenuating circumstance as described above, complete the Student Services Policy Appeal for Extenuating Circumstances form with relevant documentation and submit to the Registrar’s office on Main Campus or the Admissions office at Berkeley, Palmer and Mount Pleasant campuses or fax to 843.574.6696. To appeal an academic matter, follow the appropriate academic appeal processes in the Academic section above.

To submit a completed appeal form by U.S. mail:
Trident Technical College
Attention: (Appeal type and division/office name)
P.O. Box 118067
Charleston, South Carolina 29423-8067

» View TTC policies online.
» View TTC Discrimination/Harassment policy online (Title IX).
» View CofC policies online.
» View CofC Student Complaint Portal online.
**2017-2018 IMPORTANT DATES**

- **August 19**: September 30 - Weeks of Welcome
- **August 21**: Attend New Student Convocation (9:30-11:30)
- **August 21**: Pick up textbooks and your Charleston Bridge academic planner from the Office of New Student Programs from 12:00-2:00 or 3:00-4:30 (New Student Programs is #4 on the campus map)
- **August 22**: Fall classes begin
- **August 22**: Deadline to complete module I of the Student Success Seminar
- **August 25**: Last day to Drop or Add a class (Must be done through the College of Charleston Office of the Registrar, 2nd floor Lightsey Center)
- **August 26**: Student Organization Fair
- **October 2**: Receive email to make FYE selection, select top five no later than October 15
- **October 6**: Deadline to complete module II of the Student Success Seminar
- **October 16 & 17**: Fall break
- **October 23**: Midterm grades post
- **November 3**: Deadline to complete module III of the Student Success Seminar
- **November 8**: Last day to withdraw from a class with a grade of "W" (Course withdrawal must be done through the College of Charleston Office of the Registrar, 2nd floor Lightsey Center)
- **November 17**: Deadline to complete module IV of the Student Success Seminar
- **November 22-26**: Thanksgiving holiday - no classes - College closed
- **December 4**: Last day of classes
- **December 5 & 6**: Final exams
- **December 8**: Final grades post - Program Requirement Review
- **December 8**: Notification from the Office of Admissions regarding spring admission
- **December 11**: Appeals due by 2:00pm
- **December 12**: Appeal notification of decision
- **December 11-12**: Spring course registration
- **December 14 (noon)**: Move out of residence hall if program requirements are not met or appeal is not approved
- **January 3**: Residence halls open at noon
- **January 4 & 5**: Orientation for students with approved appeal or did not make the December appointment for advising/registration
- **January 8**: Spring classes begin

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**GET PREPARED**

- **View the Charleston Bridge next steps checklists.**
- **View the Trident Technical College fall semester schedule.**
- **View the College of Charleston spring semester schedule.**

**GET AROUND CAMPUS**

- **View a campus map online.**
- **View a list of buildings and the acronyms used on your schedule.**

**GET CONNECTED**

Twitter: @CofCChasBridge
Instagram: cofcbridge
Facebook: cofccharlestonbridge
The College of Charleston is an Affirmative Action / Equal Opportunity employer and does not discriminate against any individual or group on the basis of gender, sexual orientation, gender identity or expression, age, race, color, religion, national origin, veteran status, genetic information, or disability.

Inquiries and complaints should be directed to the Office of Equal Opportunity Programs, College of Charleston, 66 George St., Charleston, South Carolina 29424, 843.953.5754. The College’s Affirmative Action Plan may be reviewed by contacting the Office of Equal Opportunity Programs or the Office of Human Resources.
{ COLLEGE OF CHARLESTON
NOTICE OF NON-DISCRIMINATION }

The College of Charleston is an Affirmative Action / Equal Opportunity employer and does not discriminate on the basis of age, race, color, religion, national origin, sex (including pregnancy), sexual orientation, gender identity or expression, veterans’ status, genetic information, disability or other category protected by applicable law in its educational programs and activities, employment or admissions. The College of Charleston also prohibits retaliation against any person for bringing a complaint of discrimination or for participating in an investigation of a complaint of discrimination.

The Office of Equal Opportunity Programs maintains additional information and policies related to the prohibition of discrimination, harassment, and sexual misconduct as well as access and equity at: eop.cofc.edu/index.php. Inquiries regarding the College of Charleston’s non-discrimination policies or complaints of discrimination or harassment may be directed to the director of the Office of Equal Opportunity Programs at 66 George Street, Charleston, SC 29424, 843.953.5754 or eop@cofc.edu.

Questions about Title IX may be directed to the College of Charleston’s Title IX coordinator or the deputy Title IX coordinator in the Office of Equal Opportunity Programs at: 66 George Street, Charleston, SC 29424, 843.953.5754 or eop@cofc.edu, or to the assistant secretary for the Office of Civil Rights at the U.S. Department of Education.