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Welcome from the Director of the English Language Institute

Dear student,

On behalf of the English Language Institute (ELI), I would like to welcome you to the College of Charleston. We are honored that you have chosen to include the CofC as a step along your academic path!

Students who come to study English at the College of Charleston will enjoy all of the advantages of a distinguished university, in tandem with the individualized attention provided by the ELI. We take pride in tailoring our programs to meet student needs, while providing a contextual language learning experience. Charleston is a vibrant city, and we encourage our students to seek out opportunities for cultural enrichment and interactions with native English speakers.

I hope that during your time here, you will take advantage of the many activities designed to enrich your academic experience, and will take the time to explore all that the Charleston community has to offer.

Best of luck for a successful and engaging semester!

David McIntosh
Director - English Language Institute
**About the College of Charleston**

Founded in 1770, the College of Charleston is a nationally recognized public liberal arts and sciences university, ranked among the nation’s top universities for quality education, student life and affordability. Located in the heart of historic Charleston, South Carolina – world-renowned for its architecture, culture and coastal environment – the College of Charleston offers students a wealth of opportunities for academic exploration, community engagement, and varied cultural experiences.

The College of Charleston’s unique combination of contemporary facilities, cutting-edge programs, and picturesque campus attracts students from across the U.S. and around the world. Over 10,000 undergraduates, and approximately 1,200 graduate students at the College of Charleston enjoy both a small-college feel, and the advantages of a mid-sized, urban university. The College of Charleston has long held a tradition of promoting global education, and welcoming international students to our community, with more than 140 international students - representing 34 different countries - currently enrolled at the College.

**HISTORY AND TRADITIONS**

The College of Charleston is distinguished in part by a strong sense of tradition. History is not just an anchor here, but a foundation for furthering exploration, discovery and creativity.

As the oldest educational institute south of Virginia, the College of Charleston has weathered many challenges and triumphs. A timeline and brief history of the College may be found on the CofC website, along with an outline of some the more prominent traditions the CofC has maintained over the years.
RANKINGS

The College of Charleston has been favorably ranked by many U.S. publications and college guides, with many lauding the CofC as a “best value” for undergraduate education. A detailed list of these rankings may be found on the CofC website, with highlights including:

- Ranked No. 4 among Southern public regional universities in a *U.S. News & World Report* “Best Colleges” publication (2016).
- Ranked No. 7 in a *Forbes Magazine* list of the top 25 “Best Value Colleges” in the United States.
- Named by *Newsweek* magazine as one of the most interesting schools in the U.S.

ACADEMICS

The strength of a College of Charleston education is in its deeply rooted liberal arts and sciences tradition. Our goal is to prepare our students to be ethical, open-minded leaders and multidisciplinary problem solvers. Our success is largely due to our incredible faculty – accomplished teacher-scholars who are wholly invested in the intellectual growth and personal development of their students.

The College of Charleston is organized around seven schools, and proudly offers 130 majors and minors - empowering our talented students to explore an expanding intellectual universe.

- School of the Arts
- School of Business
- School of Education, Health, and Human Performance
- School of Humanities and Social Sciences
- School of Languages, Cultures, and World Affairs
- School of Professional Studies
- School of Sciences and Mathematics

The College of Charleston Undergraduate and Graduate Catalogs serve as guides to the academic requirements, institutional policies, and programs of study particular to the institution. Undergraduate and Graduate academic catalogs for both current and previous semesters may be found on the CofC website.

We also invite students to learn more about our distinctive opportunities, such as the Honors College, and our unique, graduate-level certificate programs in disciplines such as operations research and arts management.
ACCREDITATION

The College of Charleston is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award: the Artium Baccalaureatus; the Bachelor of Arts; the Bachelor of Professional Studies; the Bachelor of Science; the Master of Arts; the Master of Arts in Teaching; the Master of Business Administration; the Master of Science; the Master of Education; the Master of Public Administration.

FACILITIES

The College of Charleston aims to provide students with the best and most effective learning and recreational opportunities. The College is engaged in continual upgrades to its history buildings, and has added many new facilities over the past decade. Some of the innovative facilities on the CofC campus include:

- The George Street Fitness Center, a comprehensive 13,000 square-foot fitness facility, which provides access to cardio equipment, weight machines, free weights and benches.

- The Addlestone Library, which boasts a stunning circular atrium, high-speed WiFi throughout, and a capacity for 1 million volumes.

- The Beatty Center - home to the School of Business - which features innovative “smart” classrooms equipped with access to applied learning tools and databases.
• New residence facilities, including the George Street Apartment Complex and the Liberty Street Residence Hall, which offer student residents unprecedented comfort and style.

• TD Arena, a 5,000-seat athletic facility, which serves as home to the men's and women's basketball and women's volleyball teams.

• The North Campus building, a 50,000 square foot facility - and home to the School of Professional Studies - which offers state-of-the-art classroom, meeting, and banquet spaces.

**About Charleston, South Carolina**

The College of Charleston is inseparable from the city of Charleston, a city large enough to support a vibrant cultural life – concerts, dance troupes and opera, historic sites and professional sports – yet small enough for students to quickly feel at home.

Charleston is a picturesque city of approximately 130,000 residents, located on a peninsula along the South Carolina coast. The oldest city in South Carolina, Charleston is known for its historic architecture, unique culture and authentic Southern cuisine. Charleston is a major U.S. tourist destination - with over 4.5 million visitors annually - and is currently the fastest-growing municipality in South Carolina.

Additional information about Charleston-area attractions may be found on pages 71-72 of this handbook.

**Helpful Links**

- [College of Charleston: A Brief History](#) (Fact Sheet)
- [College of Charleston Highlights: 2014-2015](#)
- [College of Charleston Magazine](#)
- [CofC College Today Blog](#)
- [CofC International Student Blog](#)
- [Understanding the American Education System](#) (Study USA)
The English Language Institute (ELI)

The English Language Institute is the primary point of contact for international students enrolled in the Intensive English (ESL), Semester Abroad in the U.S., or Rainbow Studies Programs.

The ELI offers a variety of programs designed to help English-language learners language skills across academic, professional and social settings.

INTENSIVE ENGLISH

The Intensive English program is designed for non-native speakers of varying proficiency levels, who wish to pursue full-time English language study.

Our comprehensive curriculum incorporates the fundamentals of ESL instruction - vocabulary, pronunciation, grammar, reading and writing - with the study of literature, U.S. culture and other enrichment topics. Students are offered a program customized to their ability level, and are provided with opportunities to practice their emerging skills within the community.

The ELI offers the Intensive English program five times each year: Fall I, Fall II, Spring I, Spring II and Summer. A schedule of upcoming sessions may be located on the ELI website.

Each session is 8 weeks in duration, with students attending classes for 18-20 hours per week. Required coursework will include Reading & Vocabulary, Writing & Grammar, Novel Studies, Film Studies, Cultural Studies, and TOEFL preparation (TOEFL prep class is limited to advanced students).

SEMESTER ABROAD IN THE SOUTH (S.A.S)

Semester Abroad in the South is an immersion program that allows university students the opportunity to study English in a different cultural setting. Through experiential coursework and social interactions, students will develop increased confidence and English proficiency, while acquiring an understanding of U.S. cultural practices and traditions. From role-playing to local field trips, students will enjoy a lively and enriching learning experience.
For further information regarding the Semester Abroad in the South, see the “Frequently Asked Questions” on the ELI website.

RAINBOW STUDIES CUSTOM PROGRAM

The Rainbow Studies Custom Program offers groups of 10 or more participants a distinctive opportunity to hone English-language skills while exploring a popular tourist destination. Based in Charleston, S.C., this one-to-four week program combines traditional classroom instruction with cultural outings; highlighting the rich history and charming architecture of the downtown area. Our engaging and experienced instructors will guide students through lessons designed to increase proficiency and expand cultural literacy. Study topics may include Charleston’s Connection to the Sea, the Early History of Charleston, and Art in Charleston.

A sample Rainbow Studies Program schedule may be found on the ELI website.

The English Language Institute is located at 175 Calhoun Street, Room 211, in the Robert Scott Small Building

<table>
<thead>
<tr>
<th>Physical Location</th>
<th>Mailing Address</th>
</tr>
</thead>
</table>
| The Robert Scott Small Building  
175 Calhoun St., Room 211 
Charleston, SC 29401 | College of Charleston – North Campus 3800 
Paramount Dr. 
North Charleston, SC 29407 USA |
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The Center for International Education (CIE)

The Center for International Education provides support services to international students, faculty, and staff, and is available to help with issues pertaining to immigration. The CIE works with ELI students once they are admitted, issuing the necessary documents for legal entry into the US, and in conducting document reviews upon arrival at the CofC.

In addition to supporting international students, the CIE works with international faculty and staff, as well as study abroad students.

We are located at 207 Calhoun Street, in the Multicultural Center, at the intersection of Calhoun and Pitt Streets.

Physical Location
207 Calhoun Street  
Charleston, SC 29401

Mailing Address
College of Charleston  
Center for International Education  
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Admissions and Enrollment

Applying to the CofC English Language Institute

**Intensive English Program (IEP)**
Students enroll individually in the ELI program; their goal being personal, academic or professional advancement in English proficiency. The ELI is a pre-credit program, and students interested in advancing to the credit program may prepare through the IEP.

Applicants must be at least 16 years of age, and have achieved Beginner literacy level in all skill areas including reading and writing, vocabulary and grammar, and speaking and listening. (To achieve this, most students would have successfully completed at least one semester of Pre-Beginner Intensive English.)

To apply for the Intensive English program, please see the [ELI Application](#) webpage.

**Semester Abroad in the South (SAS)**
This program is designed for groups of students from universities abroad who wish to experience life in a U.S. university. The focus of SAS students is twofold: to acquire English for classroom and everyday life; and to become familiar with the American Culture by making friends with American students and living on a U.S. campus. The SAS home universities will often grant credit for the English courses taken at the ELI.

Applicants must hold at least a Beginner level of English proficiency in all skill-based areas.

To apply for the Semester in the South program, please contact [David McIntosh](#), ELI Director for procedures and instructions.

**Rainbow Studies**
Rainbow Studies consists of custom-designed programming for international middle school, high school, university and adult groups. Participants advance their English proficiency skills while learning about American culture, history and the environment through a variety of field trips and events. Participants must hold at least a Beginner level of English proficiency in all skill-based areas. Age requirements vary.

To apply for the Rainbow Studies program, please contact [David McIntosh](#), ELI Director for procedures and instructions.

**STANDARDIZED EXAM REQUIREMENTS**

Students applying to ELI programs are not required to submit test scores. Students in the Intensive English Program will be required to take oral and written placement exams prior to the first day of classes (see page 30 of this handbook for more information).
ENGLISH PROFICIENCY REQUIREMENTS

ELI Programs
Students applying to ELI programs are not required to submit test scores; however students should hold at least a Beginner level of English proficiency (Reading/Writing/Speaking/Listening).

The ELI does not accept pre-beginners.

Conditional Acceptance

Students who meet all admission requirements for the credit program, with the exception of English language proficiency requirements, may be granted conditional acceptance to the credit program: pending the successful completion of the ELI Intensive English program.

Students who are lacking required English proficiency may submit an application to the College of Charleston for undergraduate admission, and await an admissions decision. If the student is offered - and accepts - conditional admission, the Admissions team will notify the ELI, who will then contact the student to complete the process.

The student will need to complete the Certificate of Finance form for ELI, and submit this with an official bank statement. The student is then accepted into the Intensive English Program, and documentation is sent to the Center for International Education for I-20 form approval.

The Admissions Department “Letter of Conditional Acceptance” is then sent to the student, along with the I-20 form, and ELI’s acceptance letter.

Transitioning from Intensive English to the Credit Program

Select ELI students may transition to the credit program, as part-time or full-time students, depending on their demonstrated level of proficiency. Eligibility is limited to students who are placed in the advanced level of Intensive English.

There are two ways in which an advanced student may transition to the credit program:

1. While enrolled in the Intensive English Program, students may be recommended for the “hybrid” option. Hybrid students take a percentage of their classes from the ELI, and a percentage from the credit program (although their I-20 remains with the ELI program – see documents, page 17).

In this instance, the Academic Coordinator may feel that – during the Advanced ELI session - a student would benefit greatly from taking one or two credit courses prior to a recommendation for full time academic enrollment.
2. Prior to the end of their Advanced session in the Intensive English Program, students are given an exit exam. The ELI director may then make recommendations to the Senior Admissions Counselor as to students who are prepared to begin full-time academic work. The Senior Admissions Counselor will then assist the students in registering for classes for the upcoming semester.

**Application Fees**

The application fees for international students applying to the English Language Institute are as follows:

**Intensive English:** $75

Application fees may be paid by cashier’s check, money order, credit card, or wire transfer.

(Detailed information about paying by wire transfer may be found on page 15 of this handbook.)

All application fees are non-refundable.

**Application Deadlines**

**Intensive English**

It is recommended that students apply to the ELI several months prior to planned term of attendance.

**Semester Abroad in the South**

Prospective Semester Abroad in the South students should begin the application process several months prior to planned date of attendance. Please contact the ELI Director for further information.

**Rainbow Studies**

Prospective Rainbow Studies groups should begin the application process several months prior to planned date of attendance.

Please contact the ELI Director for further information.

Students applying to the Intensive English Program should receive a decision on their application approximately 2 weeks after documentation is received.
Tuition and Fees

While tuition, student fees, housing rates, and meal plans are absolutes, several of the other figures listed below are estimates - based on average student needs and related costs. Please consider the following information carefully.

INTENSIVE ENGLISH

**Tuition**
Tuition is $1995 for each 8-week Intensive English session

**Housing**
Room and Board costs for full-time students is approximately $3073 (including meals).

**Books and Supplies**
The estimated cost for textbooks for students in the Intensive English Program is approximately $200 per semester.

**Personal Expenses**
The amount required for personal expenses will differ greatly from one individual to the next. These costs may include medical/dental expenses, clothing, laundry, toiletries, entertainment, and sporting events.
The ELI estimates that students will require an average of $500 for such expenses.

**Transportation**
Transportation costs may include expenses for commuting to campus, parking on/near campus, trips to nearby destinations.

**Additional Expenses**
Additional expenses may include fees related to immigration paperwork, long-distance travel, shipping expenses, and in-country purchases.

The College of Charleston requires all international students to be enrolled in a health insurance plan, at an estimated cost of $323 per 8-week session.

Further information about the U.S. healthcare system and health insurance requirements may be found on page 24 of this handbook.

Immigration fees will vary according to the type of visa obtained.
Students who will be attending the ELI on an F-1 visa will be required to pay a SEVIS fee of $200, a visa fee of $160, and any applicable reciprocity fees (will be noted by the U.S. embassy or consulate in the student’s home country).

Students who will be attending the College of Charleston on a J-1 visa will be required to pay a SEVIS fee of $180 and may be responsible for other visa fees at the U.S. embassy or consulate.

GROUP PROGRAMS

Tuition and fees for the Semester Abroad in the South and Rainbow Studies programs will vary. Please direct related inquiries to David McIntosh, ELI Director.

Financial Aid and Scholarships

College of Charleston cannot offer need-based financial aid to international students.

Tuition award scholarships are available for international students accepted to College of Charleston degree programs, but are not available for ELI programs.

RESOURCES

- Education USA: Finance your U.S. Studies
- IEFA - International Financial Aid and College Scholarship Search
- Global Student Loan Corporation
- International Student Loans

Course Registration

Students in the Intensive English Program are automatically enrolled in courses following placement exams.

Academic Calendars

ELI Intensive English session schedules are available on the ELI website.

College of Charleston Academic Calendars and other important date schedules may be accessed through the Office of the Registrar’s website.
**Billing and Payment**

**Billing**

Student billing is generally managed by the College of Charleston Treasurer’s Office. ELI tuition and fees are managed directly by the ELI.

ELI students will be billed after placement testing on the first day of classes, and payment will be due during the first week of classes.

**Payment Methods**

Students should bring a check or money order (total tuition and fees) with them to Charleston. ELI staff will escort students to the Treasurer’s Office to pay their bill on the first day of class.

Students who wish to use an alternative payment method (wire payment, credit card, pre-pay by mail) should contact David McIntosh, Director of the English Language Institute to obtain a Electronic Bank Transfer Form. This form is required to ensure that funds are credited properly.

**Checks and Money Orders:** Please be sure to include the student's name, and ID number, on any mailed item. A $30 returned check fee will be charged for all returned checks. Students with multiple returned checks will be placed on check restrictions, and will no longer be allowed to present checks for payment.

**Credit and Debit Cards:** We accept Visa, MasterCard, Discover and American Express. Please note that some debit cards have a daily transaction limit, and will decline transactions over a designated dollar amount, regardless of the cardholder's available balance.

**Wire Transfers:** The College of Charleston will accept international wire payments for student bills.

The following information is required for sending wire transfers:

Wells Fargo Bank  
16 Broad Street  
Charleston, SC 29401  
USA  
Routing #: 121000248  
Acct #: 2003207275060  
Swift Code: PNBPUUS33
Payment Schedules

**Intensive English**: Student bills are during the first week of classes. If a student’s bill is not paid by the Monday of the second week of classes, he or she may not return to class.

**Semester Abroad in the South**: Student bills are due during the first week of classes.

**Rainbow Studies**: 20% of tuition and fees will be due two months prior to program start date. Balance of tuition and fees will be due one month prior to program start date.

Refund Policies

**Intensive English Program**: A full refund, less a processing fee of $100 US dollars, will be issued, so long as the student completes and submits the refund request form no more than 5 days into the program. No refunds will be processed after this 5-day period has passed.

**Semester Abroad in the South**: See Intensive English Program refund policy above.

**Rainbow Studies**: Participants must request a refund no later than 2 weeks prior to program start date.
Immigration

International students must fully understand and adhere U.S. immigration regulations, and are responsible for maintaining legal status with the U.S. Department of Homeland Security.

We recommend that each student carefully read through all applicable immigration information, and contact David McIntosh, ELI Director, with any questions or concerns.

SEVIS

SEVIS is the Student and Exchange Visitor Information System.

Since January 2003, U.S. colleges and universities have used SEVIS to electronically report information about F-1 and J-1 students - and visiting scholars - to the U.S. Department of Homeland Security.

The certificate of eligibility (DS-2019 for J-1 exchange students or I-20 for F-1 degree-seeking students) contains a portion of a student’s SEVIS record.

Designated School Official

The designated school official (listed as the Responsible Officer for J-1 visas) is the main point of contact for international students. Designated school officials can make updates to a student’s SEVIS record, provide travel signatures, and offer advice to help students to maintain immigration status. The name of the Designated School Official is listed on the I-20, for students who hold F-1 visas, and on the DS-2019, for students who hold J-1 visas.

• David McIntosh, Director of the English Language Institute, is the designated school official for students enrolled in ELI programs.

Documents

PASSPORT

A student’s passport must be valid, and have at least 6 months remaining before expiry.

To renew a passport approaching expiry - or to replace a lost or stolen passport - contact your home country’s Consulate or Embassy.

Passports should always be kept in a secure location.
CERTIFICATE OF ELIGIBILITY (DS-2019 OR I-20)

The ELI will issue a Certificate of Eligibility (DS-2019 for J-1 students or I-20 for F-1 students) once the following steps have been completed:

• Academic and language records have been confirmed.

• Financial means have been certified.

• Student has been admitted to the College.

The Certificate of Eligibility is an immigration document that proves you have been accepted to a U.S. academic institution, and details your plans for study at the College of Charleston. J-1 exchange visitors will receive a form DS-2019, and F-1 students will receive a form I-20.

The Certificate of Eligibility is to be taken to a U.S. Embassy or Consulate to apply for a nonimmigrant student visa. Upon arrival to the United States, a student must present the I-20 or DS-2019 to the Port of Entry Official, to ensure admission under the correct immigration status.

The Certificate of Eligibility is a critical document that will be needed for various purposes, including travel. This document should be stored in a secure location.

VISA

A student visa is a document issued through a U.S. Embassy or Consulate in the student’s home country. The visa sticker is placed inside of the passport, and permits students to apply for admission into the United States.

Applying for an F-1 or J-1 Visa

F-1 students: Once admitted to the College of Charleston, students will receive a packet containing the certificate of eligibility (I-20). This form will be required in order to apply for an F-1 Non-Immigrant Student visa at the nearest US consulate.

J-1 students: Once admitted to the College of Charleston, students will receive a packet containing the certificate of eligibility (DS-2019). This form will be required in order to apply for a J-1 Non-Immigrant Student visa at the nearest US consulate.

Step 1: Pay the Student/Exchange Visitor System (SEVIS) Processing Fee
The U.S. Department of Homeland requires that all F-1 and J-1 non-immigrants seeking initial attendance visas from a U.S. Embassy to pay a processing fee of $200 for F-1 students and $180 for J-1 students. For details regarding these fees please visit the I-901 Fee Processing Website.

Step 2: Make an Appointment for a Visa Interview
Student visa applicants are required to appear in person at the US Embassy or Consulate in their home country.
The local U.S. Embassy or Consulate will be able to provide specific instructions as to how to schedule an appointment. Wait times for appointments will vary by location, but may be several weeks or longer. Students are encouraged to schedule an appointment as soon as possible after receiving documentation, but should bear in mind that the US Embassy or Consulate cannot issue a visa more than 120 days before the program start date listed on the I-20 or DS-2019. A full list of US Embassies is available [here](#).

**Step 3: Visa Interview**

Students should bring the following documents to their visa interview:

- Form DS-160 confirmation page
- Official acceptance letter from the College of Charleston
- SEVIS I-901 fee receipt
- Your I-20 or DS-2019
- Passport valid for at least 6 months in the future
- Proof of financial support

The visa officer at the embassy or consulate in a student’s home country may request additional application materials. We recommend that students contact the Embassy or Consulate prior to the interview to ensure that they bring all of the required documentation.

Students should also be prepared to answer interview questions, such as:

- Why do you want to study at the College of Charleston?
- What you plan to study?
- How will you use your education when you return to your home country?
- What are your plans after finishing the degree?
- Who is (financially) sponsoring your education?

While the questions above are meant to give an idea as to what questions may be asked, actual interview questions may differ.

**I-94 ARRIVAL RECORD**

Form I-94 is the official government documentation of a visitor’s arrival into the United States: it records the date and port of entry, immigration status (or visa type) and authorized period of stay.

Prior to the spring of 2013, the I-94 was a paper card that was given to an international visitor upon arrival. Currently, the I-94 is an electronic report.

Following arrival to the United States, each student is responsible for obtaining and printing their I-94 record. Make sure that the information is correct prior to printing the I-94. If you need assistance in this process or notice any incorrect information, please visit the ELI. Student should review their I-94 record upon each entry to the United States.
Maintaining Student Immigration Status

General Guidelines

• Ensure that your passport has least 6 months remaining before expiry.

• Bring required immigration documents to the CIE, as required to complete SEVIS registration.

• Maintain full-time enrollment.

• Report local address or phone number changes to the CIE within 10 days of moving or changing address/phone number. Updates may also be made via My Charleston.

• Report any changes in your program of study (including changed major) to the CIE. If your program of study will not be completed by the program end date listed on your DS-2019 or I-20, you must also notify CIE immediately: your records will need to be updated prior to expiration.

• Leave the U.S. within the time allotted on your student visa (additional information about grace periods may be found on page 21.

Enrollment and Course Load Reductions

ENROLLMENT

ELI students must maintain a 70% average in all courses in order to maintain status, and must attend all excursions. Attendance is also mandatory for all ELI students: students may have two unexcused absences per eight week session, and are allowed one tardy per session. If the student is absent for more than two days without an approved excuse, he/she will be placed on probation until the end of the session.

COURSE LOAD REDUCTIONS

Course load reduction is not permissible within the ELI programs.

ELI students with F-1 visas may not reduce their core course load. If students seek to replace their core courses with enrichments classes, such as the TOEFL prep class, must seek permission from Penny Aber-Kahn, ELI Academic Coordinator.
To withdraw from a course or program, students should e-mail ELI Director David McIntosh, with the subject heading “withdraw,” or call the ELI office at 1.843.953.6684.
**Grace Periods**

International Students must leave the United States upon completion of their program. Students are afforded a brief grace period after the program end date, after which time they must leave the U.S.

- Students with F-1 visas, who complete an academic program or OPT, are given a 60 day grace period.
- Students with J-1 visas, who complete an academic program or AT, are given a 30 day grace period.

The grace period for students with B-1 or B-2 visas will vary in accordance with the length of the visa.

**Student Employment**

International students enrolled in ELI programs (either full-time or hybrid) are not permitted to work in the United States.

**Travel**

If planning to leave the U.S. during holidays or other school breaks, students should adhere to the following guidelines:

- Verify that you have a valid travel signature on your I-20 or DS-2019. Travel signatures appear on the second page of the I-20, and the first page of the DS-2019. Signatures are valid for one calendar year (except for F-1 students on OPT). Please contact David McIntosh if you require a travel signature.

- Carry a valid passport, with a valid F-1 or J-1 visa. There are some exceptions to the valid visa requirements when traveling to Canada, Mexico or the Caribbean: please contact the ELI for further details.

- Carry proof of current enrollment - or registration for the next semester - and proof of funding.

**Additional Immigration Resources**

- Study in the States
- U.S. Citizenship and Immigration Services
- U.S. Department of State
- SEVIS Fee Payment
- U.S Embassies and Consulates Abroad
- I-94 Number Retrieval
- Department of Homeland Security
Preparing for Arrival in Charleston

What to Pack

While not a comprehensive packing list, it is recommended that students bring:

• All required immigration documents.

Carry your immigration documents on your person: **Do NOT check** the following documents in your baggage:

- Passport
- SEVIS form I-20 or DS-2019
- Acceptance letter from the College of Charleston
- SEVIS I-901 fee receipt
- Name and contact information for your "Designated School Official,” as listed on your I-20, or "Responsible Officer,” as listed on your DS-2019

• Travel-sized toiletries: for use in your travels and the first few nights in Charleston. Students will be able to purchase full-sized toiletries and other necessities soon after arrival.

• Medications, eyeglasses or contact lenses (perhaps an extra pair as well), as necessary. Students should also bring copies of the prescriptions for these items.

• Clothing and Shoes appropriate to the local climate (90°F - 40°F). College of Charleston students typically wear casual clothing, both to classes and around campus. Most wear shorts and t-shirts during the warmer months, and trousers/jeans with a sweater once the weather becomes cooler. Generally, layering clothing is beneficial, as mornings and evenings may be cool, and most buildings are air-conditioned.

• Students may choose to bring a a traditional outfit from their home country, to wear to cultural events.

• One formal outfit suitable to professional settings. Students may receive an invitation to a formal event, such as an award’s ceremony, or may require formal attire for a classroom presentation.

  Men: slacks (perhaps with a matching blazer), a dress shirt (long-sleeved with collar and buttons), a tie and dress shoes.

  Women: slacks/skirt and dress shirt (or a dress) and dress shoes.
• Photos (prints or flash drive) and Camera.

Friends and acquaintances may be interested in seeing photos of a student’s home country, and students will likely want to take photos of Charleston to share with family and friends back home.

• Souvenirs.

Students may choose to bring a few small souvenirs/gifts that are representative of their home country. These may serve as host gifts when invited to a private home, or as gifts of appreciation to valued mentors and friends. Such gifts will not be expected, but are a nice way to show your gratitude, and share a small part of your culture.

• Select personal items.

Students may wish to bring select items as reminders of home, or to personalize their space. These items may include a quilt or blanket, photos, and small trinkets/mementos.

• Laptop Computer/Tablet

While not required or necessary (computers are widely available for use on-campus), students may choose to bring personal devices.

Please be advised that U.S. voltage (110V) and megahertz cycles may differ from those of the student’s home country. If bringing electronic devices, students should also pack appropriate converters and adapters.

• Please keep in mind that Residence Hall rooms do NOT include any bedding, facecloths or towels.

If a student will require bedding/towels on his or her first night in Charleston, these items may be purchased ahead of time and shipped to campus. Please contact the ELI for more information on placing bedding orders from Charleston-area stores prior to arrival in the U.S.

The College of Charleston Department of Residence Life has prohibited the possession - or use - of certain items in on-campus residences. A detailed list is provided on the Campus Housing website.

We advise against bringing spices or other food items, as these may violate U.S. Customs regulations. To avoid any difficulty at the Port of Entry, students should familiarize themselves with U.S. Customs regulations prior to packing. In the interests of safety, and to prevent loss/theft, it is recommended that students avoid bringing expensive jewelry or other valuables.
What is provided by the College of Charleston?

The College of Charleston provides the following:

• Free Wi-Fi on campus

• Free use of campus computers (including over 250 computers available for use in the Library)

• Free use of Residence Hall washing machines (for students living in campus residences)

• Free use of CARTA public bus transportation (must present CofC Cougar Card)

• Access to the Bike Share program, which allows students to borrow a bike for the day. (Please note that to participate in this program, one must first sign a waiver and watch a safety video.)

The College of Charleston residences DO NOT provide the following:

• Bedding (blankets, pillows, sheets), towels, or other toiletries/personal care items. (Toilet paper is provided).

• Room necessities, such as lamps, rugs, curtains, coat hangers (CIE-organized trips to local stores may be available, please see “International Orientation” on page 30 for more information.)

• Laundry Detergent (washing machines for students living on-campus are free, but you must provide the soap)

• Textbooks (these must be purchased by the student, see additional information on page 36 of this handbook.)

U.S Healthcare System and Health Insurance

The American healthcare system, and related health insurance programs, can be difficult to navigate and understand - especially as an international student. For an overview of the U.S. healthcare system, as it pertains to international students, please refer to this helpful online video.

U.S. views on psychological health, and related treatment, may differ from those of the student’s home country. For information about mental health awareness and counseling treatment, please refer to this video.

HEALTH INSURANCE

The College of Charleston requires that all international students be enrolled in our health insurance plan.

The fees for the plan are billed once per session, and are due at the same time as the remainder of the student bill.
Highlights of the health insurance plan include:

- The plan meet the requirements of the Affordable Care Act (ACA, colloquially known as Obamacare)
- No additional cost for preventative care.
- The deductible is $150/policy year, and applies when the insured students visits a preferred provider (a doctor in the insurance company network). Once the deductible is met, the insurance policy will cover 80% of the fees, with an out of pocket maximum of $2,500.
- Policy meets the specific requirements outlined for students on J-1 visas.

Please refer to the student insurance website for more information. Note: the Benefits Plan and Summary link will soon be updated to reflect information specific to your College of Charleston plan.

All students selecting the College of Charleston plan must create an account on the Student Insurance website, and download and print an insurance ID card. Insurance ID cards should be carried on one’s person, or stored with other important documents.

Students who are currently participating in a health insurance plan that offers similar or better coverage, may submit an insurance waiver request by creating an account and selecting the waiver option. If a waiver is granted, an English-language copy of the personal health insurance policy must be submitted to the ELI, where it will be kept on file. As it may take some time to receive documentation in English, such requests should be made to the insurance company before a student’s departure to the United States.

For further instructions regarding insurance waivers, please contact Jessica Stone at the CIE.

NOTE – The video links provided in the above section offer helpful information about the U.S. healthcare system, but are in no way associated with - or endorsed by - The College of Charleston. Please disregard the company’s name and contact information, and please do not follow the links at the end of the videos.

**Port of Entry**

If arriving by air, flight attendants will distribute Custom Declaration Forms (CF-6059) and Arrival/Departure Record Forms (I-94). These forms must be completed prior to landing.

Upon arrival to the U.S. Port of Entry, you will meet with a U.S. Customs and Border Protection officer who will determine whether you may enter the United States.

Student should have the following documents ready:

- Passport
- SEVIS form I-20 or DS-2019
- Arrival/Departure Record Form I-94
- Proof of funding
All visitors entering the U.S. must state their reason for wishing to enter the country. You may also be asked to provide information about your final destination. It is important that you tell them that you will be a student at the College of Charleston.

If you do not have all of the documents listed above, or have packed them in your checked luggage, you may be asked to go to secondary inspection. If you do not have proper documentation, there is a chance that you will not be admitted to the United States, or you may be given a form I-515A. If you receive an I-515A, please notify David McIntosh, ELI Director, upon your arrival in Charleston.

Information and resources related to arrival in the United States may be found on the Department of Homeland Security’s Study in the States website. Additional details regarding the Port of Entry process may be also be accessed through the Study in the States website.

Traveling to Charleston

TRAVEL PLANS

The city of Charleston is served by the Charleston International Airport (airport code: CHS).

Location:
5500 International Blvd., Charleston, SC 29418
Phone:
1.843.767.7000
www.chs-airport.com

Students holding F-1 or J-1 student visas may enter to United States up to 30 days prior to the program start date listed on the SEVIS I-20 or DS-2019 forms.

ELI students should plan to arrive at least two days prior to the start of the session.

Students should share their travel plans with the ELI, and contact ELI Director, David McIntosh at least two weeks prior to arrival to make a request for airport pick-up.

Students who will be living on-campus, and cannot be met upon arrival at the airport due to unexpected schedule changes, should take a taxi/shuttle to the College of Charleston Public Safety Office (located at 81 B St. Philips Street, in the ground floor of the parking garage). Under these circumstances, a Public Safety Officer will assist the students with on-campus housing.

Students who will be living on campus, and choose to arrive before residence halls officially open, must secure alternate accommodation, such as a hotel or the local Youth Hostel.
Getting settled at the College of Charleston

Arrival Checklist

• Contact family to let them know you have arrived safely.

• Submit copies of immigration documents to the CIE.

• Attend International Student Orientation (please see the section below for additional information).

• Obtain your student “CougarCard” Student ID (further information may be found on page 28 of this handbook).

• Print your student schedule and locate your classrooms.

• Order your textbooks (further information may be found on page 36 of this handbook).

NOTE: Students will be guided through these steps by the ELI Staff.

Document Verification

Upon arrival in Charleston, ELI students holding F-1 visas must have their documents verified. Each student is required to come to the CIE office and allow staff to review, and make copies of, individual immigration documents. Students should be prepared to present the following documents:

• Passport
• I-94 record print-out
• Copy of Student Visa
• I-20 (for F-1 students)

* Those who have received a health insurance waiver must also submit proof of health insurance, in English.

Student Orientation

A student orientation session will be held at the North Campus the day before classes are to begin. The orientation will provide new students with important information about the College of Charleston and the ELI program, including classroom rules and expectations, the academic calendar, and class schedules.

Immediately following the orientation session, students will be issued both oral and written placement tests. The placement tests are designed to measure a student’s ability to understand spoken English, as well as his or her ability to read, write, and speak English. This assessment allows the ELI staff to place students in the class that will best meet their needs, abilities, and study goals.
The following day, students are invited to gather before the first class (held at the main CofC campus in downtown Charleston so that they may have an opportunity to introduce themselves, and ask any additional questions of the ELI staff.

During the first day of classes, students will be given a tour of the College of Charleston campus. This tour includes a visit to the “Cougar Card” office - where they will obtain their official student IDs - the bookstore, the library, and the student health center.

Students with F-1 Visas will also meet with someone from the Center for International Education, who will verify their documents and review immigration regulations.

If there is a large group of students in attendance, the CIE will organize a trip to a local discount department store (such as Target), where students can purchase bedding, household supplies, and other necessary items.

Otherwise, students will have to make individual arrangements to purchase these items (information about local grocery stores and pharmacies may be found on page 59 of this handbook; information about local shopping destinations may be found on page 67.

**Student ID: CofC Cougar Card**

The Cougar Card is the official College of Charleston identification card: students are encouraged to carry this card all times to identify themselves as a College of Charleston student.

Many CofC campus facilities, services and events require the use of a Cougar Card:

- Key access to assigned residence hall
- Access to meal plan and Dining Dollars accounts
- Reserving and borrowing library materials
- Discounted photocopies at the Addlestone Library
- Visiting fitness center and recreational facilities
- Attendance at athletic events
Students may add meal plans, Cougar Cash or Dining dollars to their Cougar Card.

Participating retailers on campus accept the Cougar Card as a personal debit card, including, the College of Charleston Bookstore (Barnes & Noble), all food service locations, and Market 159. Cougar Cash (also accessed using the magnetic strip on the Cougar Card) is accepted at parking services, mail services, health services, the Copy Center, Addlestone Library and in select soft drink and snack machines across campus. There are no monthly service charges or minimum balances required to use your Cougar Card.

Although the Cougar Card is considered safer than carrying cash, checks, or debit cards, the Cougar Card should still be handled with care: do not lend out your Cougar Card, leave it unattended, or carry it next to a mobile phone.

**OBTAINING A COUGAR CARD**

To be issued a Cougar Card, students must apply, in person, at the Cougar Card Services Office, located at 162-A Calhoun Street. International students should bring their passport for identification purposes. The new Cougar Card will be provided prior to leaving the Card Services Office. Your initial Cougar Card card is free; replacement cards will incur a fee of $10 each.

The ELI will guide students through obtaining a Cougar Card as a part of the orientation process.

**COUGAR CASH**

To set up a Cougar Cash account, access the payment screen on MyCharleston, and - with a major credit card (Visa is not accepted online) or eCheck (from a U.S. bank account) - make a deposit of $50. The funds will be available for use within two hours.

*NOTE: Deposits made online are NOT subject to a convenience fee. An eCheck (from an American bank account) returned for insufficient funds will result in the loss of the eCheck deposit privilege.*

You may also make a minimum deposit of $10 (cash, checks, all major credit cards), in person, at Cougar Card Services, or make a minimum deposit of $1 (cash only) at the Card Value Center, located in the Addlestone Library (to the right of the interior Starbucks entrance). These funds will be available for immediate use.

Detailed instructions on using the Card Value Center may be found here.

Cougar Cash (and Dining Dollars) funds roll over from semester to semester, and year to year. You may check your balance and view a 60-day transaction history on MyCharleston.
Instructions for Online Cougar Cash Deposits:

Detailed screenshots are available for further assistance with this process.

1. Access “My Accounts” tab on MyCharleston.

2. Select “Log onto Student eBill Account” (located at the bottom left of page) and click on “Open my eBill Account.”

3. Select “eDeposits” tab at the top of the screen.

4. Select Current Term.

5. Select deposit account (Cougar Cash or Dining Dollars).

6. Add payment amount and click on continue.

7. Select payment method (eCheck or major credit cards - Visa is not accepted).

8. Submit payment.

Once payment is submitted, a confirmation page will display and may be printed and retained for your records.

Cellular Phones

There are numerous options for obtaining cell phone service in the U.S., with multiple services providers and plans available. The primary options for non-residents include: buying a phone once you arrive in the U.S., or bringing an unlocked cell phone with you and purchasing a domestic SIM card once you arrive.
The College of Charleston is equipped with free WI-FI, enabling students to communicate with family and friends at no cost. Students may choose to communicate via e-mail, video-chat programs such as Skype or FaceTime, or messaging apps such as WhatsApp.

Often, when buying a phone in the U.S., residents will sign a multi-year contract in order to receive a discounted rate. It is strongly recommended that international students AVOID these promotions, as signing such a contract will require payment over several years - even if you have returned home and no longer require U.S. phone service.

It is recommended that international students obtain a No-Contract (also known as “Pre-paid or “Pay-As-You-Go”) phone plan, which will allow for making domestic calls within the U.S. Several companies such as Cricket Wireless and T-Mobile offer “no annual contract” rate plans, and may offer rate plans for calling internationally.

Pre-paid phones may be purchased directly from service providers, such as AT&T or T-Mobile, or at a variety of U.S. retail locations, including Best Buy and Target.

If a student chooses to bring an unlocked cell phone, SIM cards may be purchased at multiple Charleston-area retail locations (including, but not limited to, AT&T, Best Buy, T-Mobile, and Target).

Retail locations offering Cell Phones and SIM Cards include:

<table>
<thead>
<tr>
<th><strong>Cricket Wireless</strong></th>
<th><strong>T-Mobile</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1015 King Street, Suite C, Charleston, SC 29403 1.843.735.1510</td>
<td>1836 Ashley River Road Charleston, SC 29407 1.843.766.2031</td>
</tr>
<tr>
<td>4950 Centre Pointe Drive (Tanger Outlets), Charleston, SC 29418 1.843.554.7699</td>
<td>1175 Folly Road Suite I, Charleston, SC 29412 1.843.406.7577</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Target</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>2070 Sam Rittenberg Boulevard (Citadel Mall) Charleston, SC 29407 1.843.763.0756</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Best Buy</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1987 Sam Rittenberg Boulevard Charleston, SC 29407 1.843.763.4338</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>AT&amp;T</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>975 Savannah Highway #301 (St. Andrews Shopping Center) Charleston, SC 29407 1.843.556.7611</td>
</tr>
</tbody>
</table>

**NOTE:** The College of Charleston neither endorses, nor is affiliated with, any of the service providers listed.
**Driver’s Licenses**

International students holding a driver’s license, issued by their home country, may drive in the U.S. for up to 90 days following arrival. Thereafter, students must obtain a U.S. driver’s license, issued in their name, in order to drive legally. It is recommended that students begin the process of obtaining a South Carolina driver’s license prior to the 90-day deadline: access to a vehicle is necessary to complete the driving portion of the Department of Motor Vehicles test, and a valid driver’s license is required in order to rent a car.

The South Carolina driver’s license expiry date will be based on the program end date listed on a student’s DS-2019 or I-20.

A Social Security Number is an identification medium issued by the U.S. government to citizens, or to resident/non-resident aliens who have obtained permission to work in the United States. Social Security Numbers are typically requested on government forms, such as a driver’s license application.

While ELI students are not eligible for a Social Security Number unless they have a job offer, they may still apply for a driver’s license.

**Obtaining a South Carolina Driver’s License WITHOUT a Social Security Number:**

- Request two enrollment letters from the CIE – one to take to the Social Security Office, and a second to take to the Department of Motor Vehicles (DMV).

- Obtain an official letter from the Social Security Office, explaining why you are ineligible for a Social Security Number. You must visit the office in person, and present the following documents: Passport, Visa, I-94, DS 2019 or I-20, enrollment letter from the CIE.

- Complete Translation Form 4030, available at the CIE (applies only to students who hold a foreign license). CIE staff can also assist students in locating translation assistance.

- Visit the DMV (3790 Leeds Ave. location only) to take a written test and driving test. A fee of $12.50 applies. Be prepared to present the following documents: Passport, Visa, I-94, DS 2019 or I-20, enrollment letter from the CIE, the letter issued by the Social Security Office, Translation Form 4030 (if applicable), and foreign license (if applicable).

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**Social Security Office Location**
1463 Tobias Gadson Blvd, Charleston, SC 29407

**Department of Motor Vehicles Location**
3790 Leeds Ave, North Charleston, SC 29405
Driving in the United States

Information about state vehicle and traffic regulations are available through the South Carolina Department of Motor Vehicles. Please adhere to these basic guidelines when driving in the United States:

- You must hold a valid driver’s license, proof of automobile insurance, and proof of vehicle registration: it is illegal to operate a vehicle without this documentation.

- Automobiles are required to display valid license plates.

- Seat belt use is mandatory.

- In many states, it is against the law to text while driving. In some states, it is also illegal to talk on a cell phone while driving.

- If you are stopped by police while driving, remain in your seat, with your seatbelt fastened. The police officer will ask you to present your driver’s license and proof of insurance. Do not exit the vehicle unless the officer request that you do so.

CAR INSURANCE

The State of South Carolina requires that all persons holding a driver’s license be insured by an automobile liability policy. Documentation confirming liability coverage should be carried with you at all times. For more information on state regulations, please visit the South Carolina Department of Motor Vehicles.

Students who need to buy an automobile insurance policy, for a vehicle they will own while staying in the US, may obtain coverage through providers such as State Farm, Nationwide, Progressive, or E-surance.

NOTE: The College of Charleston neither endorses, nor is affiliated, with any of the insurance companies listed.
CAR RENTAL

To rent a car in the United States, individuals must be at least 21 years of age, and in some cases must be over 25 years of age. Websites such as hotwire.com offer Rental Car Damage protection at $9 per day and feature vendor pick-up locations close to campus.

The following documentation will generally be required when renting a car:

- A driver’s license issued in the United States OR a legible, unexpired driver’s license from the student’s home country (International License not required), and a legible, unexpired passport.
- A major credit card.

ENTERPRISE CAR SHARE AT THE COLLEGE OF CHARLESTON

Enterprise Car Share offers College of Charleston students an alternative method of transportation, with a collection of vehicles available for rental by the hour, by the day, or overnight. Any student over 18 years of age, who holds a valid driver’s license, is eligible to reserve a vehicle through Enterprise Car Share. To participate, students must purchase an annual membership (a $35 fee applies).

Membership in the Enterprise Car Share offers:

- Vehicles rentals for one low, hourly rate (includes all fuel costs and physical damage/liability insurance).
- Online access to vehicle reservations.
- 24-hour availability, 7 days a week
- Vehicles located in designated, on-campus parking spots

For further information, and to apply for membership, please see the Enterprise Car Share website.

Academics

The Honor System

The Honor System of the College of Charleston specifically forbids:

1. **Lying**: knowingly furnishing false information, orally or in writing, including but not limited to deceit or efforts to deceive relating to academic work, to information legitimately sought by an official or employee of the College, and to testimony before individuals authorized to inquire or investigate conduct; lying also includes the
fraudulent use of identification cards and fabrication of data, endnotes, footnotes and other information related to academic work.

2. Cheating: the actual giving or receiving of unauthorized, dishonest assistance that might give one student an unfair advantage over another in the performance of any assigned, graded academic work, inside or outside of the classroom, and by any means whatsoever, including but not limited to fraud, duress, deception, theft, talking, making signs, gestures, copying, electronic messaging, photography, unauthorized reuse of previously graded work, unauthorized dual submission, unauthorized collaboration and unauthorized use or possession of study aids, memoranda, books, data, or other information. The term cheating includes engaging in any behavior related to graded academic work specifically prohibited by an instructor in the course syllabus or class discussion.

3. Attempted cheating: a willful act designed to accomplish cheating, but falling short of that goal.

4. Stealing: the unauthorized taking or appropriating of property from the College or from another member of the college community. Note also that stealing includes unauthorized copying of and unauthorized access to computer software.

5. Attempted stealing: a willful act designed to accomplish stealing, but falling short of that goal.

6. Plagiarism:

6.1. The verbatim repetition, without acknowledgement, of the writings of another author. All significant phrases, clauses, or passages, taken directly from source material must be enclosed in quotation marks and acknowledged in the text itself and/or in footnotes/endnotes.

6.2. Borrowing without acknowledging the source.
6.3. Paraphrasing the thoughts of another writer without acknowledgement.
6.4. Allowing any other person or organization to prepare work which one then submits as his/her own.

7. Penalties (Sanctions) for Violations of the Honor Code

7.1. XF – Transcript Notation

a) The grade of XF means failure due to academic dishonesty. If a student is found responsible for an act of “serious” academic dishonesty, the Registrar’s Office will insert the XF grade for that course after notice from the Dean of Students. The XF remains on the student’s official transcript for a minimum of 2 years. After 2 years, the student can petition the Honor Board for removal of the X. The F grade will remain on the transcript.

b) Instructors, with assistance from the Dean of Students if requested, will assess whether the behavior of the student falls into one of three classes:

   Class 1 – act involves significant premeditation; conspiracy and/or intent to deceive, e.g., purchasing a research paper. Penalties: XF and either suspension or expulsion assigned if student found responsible by Honor Board.

   Class 2 – act involves deliberate failure to comply with assignment directions, some conspiracy and/or intent to deceive, e.g., use of the Internet when prohibited, some fabricated endnotes or data, copying several answers
from another student’s test. Penalties: XF and other sanctions assigned if student found responsible by Honor Board.

Class 3 – act mostly due to ignorance, confusion and/or poor communication between instructor and class, e.g., unintentional violation of the class rules on collaboration or the rules of citation. Penalties: The instructor sets the penalty and discusses it with the student. Both the instructor and student sign a form. The form is forwarded to the Dean of Students. See “Class 3 Report and Resolution Form” on the Honor System website.

7.2. Other penalties for violations of the Honor Code range up to and include expulsion from the College. Other penalties may be combined with the XF. Attempted cheating, attempted stealing, and the knowing possession of stolen property shall be subject to the same punishment as the other offenses. Because the potential penalties for an Honor Code violation are extremely serious, all students should be thoroughly familiar with the above definitions and be guided by them.

Additional information about the Honor System of the College of Charleston may be found on the CofC Student Affairs webpage.

Textbooks

Students enrolled the ELI Intensive English program will receive their textbook list on the first day of classes.

RENTING TEXTBOOKS

Renting textbooks offers a 50 percent savings - on average - over purchasing a new (printed) textbook. Many of the textbooks assigned by College of Charleston professors are available to rent from the CofC bookstore.

A list of available Textbook Rentals is posted both in the bookstore, and on the bookstore website.

On the website, if a given textbook is available for rental, the “Rental” option will display in the book list alongside “New” and/or “Used” (if available). Simply check the “Rental” box, and follow the instructions. When in the bookstore, look for signs in the textbook aisles indicating available rentals.

Rented textbooks may be returned to the bookstore at the end of the semester to the bookstore or may be returned by mail.

PURCHASING TEXTBOOKS

Used textbooks generally offer considerable savings over new textbooks: booksellers, including the CofC bookstore, will indicate whether a used copy of a given edition is available.

Students may choose to purchase their textbooks from the CofC bookstore, or from any online bookseller: provided the books will arrive by the beginning of the second week of classes.
Academic Resources

MARLENE AND NATHAN ADDLESTONE LIBRARY
The Addlestone Library offers access to millions of books, articles, and original source materials, with knowledgeable librarians available to assist in locating materials.

Additional library amenities include:

- A computer lab housing 260 computers, along with access to printers, photocopy machines, and scanners.
- Multiple collaborative study rooms, available for reservation.
- Access to interlibrary loan services.

Location:
205 Calhoun Street
Charleston, SC 29401

Phone:
1.843.953.5530

Fax:
1.843.953.6319

library.cofc.edu

HOURS OF OPERATION
Please visit the CofC libraries webpage for up-to-date information.
MARINE RESOURCES LIBRARY
The cooperative Marine Resources Library, located on James Island, comprises the combined marine science holdings of the College of Charleston, the South Carolina Department of Natural Resources and the NOAA/NOS/CCEHBR Charleston Laboratory.

Location:
217 Fort Johnson Road
Charleston, SC 29412
Phone:
1. 843.953.9370

http://www.mrl.cofc.edu/index.html

HOURS OF OPERATION

Monday - Friday  8:00 a.m. - 5:00 p.m.

AVERY RESEARCH CENTER FOR AFRICAN AMERICAN HISTORY AND CULTURE (ARC)
The Avery Research Center for African American History and Culture houses an archive, a research library, a small museum and a cultural center for public programming. The ARC archival collections aim to preserve and the unique historical and cultural heritage of African Americans in the South Carolina Lowcountry - from Colonial America to present day - and include more than 167 manuscript collections, 800 artifacts, 4,000 photographic images, and a large number of audio and video recordings.
Location:
125 Bull Street
Charleston, SC 29424

Phone:
1.843.953.7609

HOURS OF OPERATION

Monday - Friday 10:00 a.m. – 5:00 p.m.

(closed daily from 12:30 p.m. - 1:30 p.m.

JOHN RIVERS COMMUNICATIONS MUSEUM

The John Rivers Communications Museum collection traces the history of communication, and includes documentary videos, thousands of sound recordings, and an assortment of communications artifacts, including: telegraphs, telephones, radios, televisions, magic lanterns, projectors, phonographs, a stereoscope, and a Theremin.

Location:
58 George Street
Charleston, South Carolina 29424

Phone:
1. 843.953.5810
http://jrmuseum.cofc.edu/index.php

HOURS OF OPERATION

Monday – Friday 12:00 p.m. – 4:00 p.m.
OAKS

OAKS is the College of Charleston’s learning management system. OAKS allows professors to post course content, administer quizzes, foster discussions, grade assignments, and display grades: all within a secure online environment. Through OAKS, students may access course materials (both during and after class), participate in class discussions, or contact classmates. Students may log into OAKS either on- or off-campus: internet access is required to access OAKS.

LOGGING INTO OAKS

Logging in with MyCharleston:

- Login to MyCharleston using your Cougar Login ID and password.

- In the upper right corner, click on the OAKS icon

Logging in to OAKS directly:

- Navigate to the OAKS web portal.

- Login using your Cougars Login ID and password (this is the same username and password used to login to MyCharleston)

If you encounter a problem logging in to OAKS, or have other OAKS access issues, please contact the CofC Helpdesk at helpdesk@cofc.edu or 1.843.953-DESK (3375).

OAKS: MY HOME PAGE

“My Home” is the front page that is seen when you login to OAKS, and includes links to the following sections: Courses, News, User Settings, Help. If you would like to go back to your “My Home” page while you are viewing another section, click on the “My Home” link in the upper left-hand side of the screen.

GETTING STARTED MODULE

Student Computing Services recommends the following basic tools for students to familiarize themselves with OAKS:

- The OAKS 10.3 Student Tutorials Playlist provides a single point of access to all the new tutorials.
• The OAKS Overview for Students – Logging in and Course Navigation (v10.3) tutorial contains instructions for logging in to OAKS, a navigation overview, and a brief description of the tools featured in the OAKS version 10.3 upgrade. Topics covered include My Home, My Course pages, and Navigation Bar tools. This overview also includes information on where to locate additional student tutorials on how to use OAKS - as well as resources/contact information for locating assistance when experiencing difficulties with OAKS.

Subsequent tutorials in this playlist include detailed instructions for using the various features and tools in OAKS:

• OAKS Overview for Students – Course Content (v10.3) Topics covered include viewing, bookmarking, downloading, and printing course content.

• OAKS Overview for Students – Communication Tools: Chat, Classlist, Discussions (v10.3) Topics covered include viewing the Classlist, sending email from OAKS, composing and replying to Discussions, and subscribing to Discussions via email and text.

• OAKS Student Overview – Grades Tools: Checklist, Dropbox, Grades, Quizzes and Surveys (v10.3) Topics covered include viewing a Checklist, downloading and submitting assignments using the Dropbox, viewing the grade book, taking and submitting a quiz using the Quizzes tool, and viewing the Surveys tool.
• OAKS Student Overview – Management Tools: Attendance, Calendar, and Groups (v10.3) - Topics covered include viewing Attendance Registers, viewing and adding tasks to the Calendar, viewing groups, and self-enrolling in Instructor-created Groups.

CofC Campus Life

The historic campus of the College of Charleston is home to some very old and uneven sidewalks. Please be mindful when using the sidewalks and wait until you reach a crosswalk before crossing the streets. It is courteous to say ‘excuse me’ if you pass closely by someone. Sometimes you might hear a person behind you say ‘on your left’ or another indication that they are approaching you. It is best to step to the side and allow them to pass so that you can help avoid a collision.

On-Campus Housing

Living in one of the College of Charleston residence halls (dormitories), will allow you to meet new people, participate in social activities and events, and become an active member of the campus community.

ELIGIBILITY AND REGULATIONS

To be eligible for on-campus housing, you must be enrolled at the College of Charleston for a minimum of nine credit hours - in both the Fall and Spring semesters - and be under 24 years of age.

The College of Charleston does not currently offer on-campus housing for married couples or graduate students.

Students who choose to live in residence will be required to sign a housing contract, which is binding for the entire academic year (both fall and spring semesters).

If you will only be staying for one semester, you must notify Residence Life at the time you plan to leave the College of Charleston, so that your room can be made available for other students.
To do so, please turn in your key to your Resident Assistant (RA) at the end of the semester and sign cancellation paperwork. (If you do not have an RA, please visit the Office of Residence Life at 40 Coming St.)

Prior to move in, students should familiarize themselves with the Guide to Residential Living. This important resource provides information on residence hall programs, policies, services, rules of conduct, disciplinary actions, fire and life safety violation assessment, and the administrative structure of residence life and housing.

**APPLYING FOR ON-CAMPUS HOUSING**

ELI students should inform the ELI director, David McIntosh, of their intention to live on campus when submitting program applications. The ELI director will connect ELI students with the CIE Student Services Coordinator, who will then assist the students in completing the on-campus housing application. If a given student in this scenario does not qualify for on-campus housing, the student services coordinator will then assist them in finding suitable off-campus housing.

**REFUND POLICY**

The housing deposit is non-refundable for incoming students. The housing application fee is not refundable for any reason.

**HOUSING DURING SCHOOL BREAKS**

The historic houses - Kelly House, Warren Place, George St., Liberty St., and McAlister - all remain open during Winter, Thanksgiving, and Spring breaks. International students who are housed in these buildings may remain in residence during school breaks, if desired. Students who are not housed in one of these residence halls, and who require a place to stay over the breaks may contact the Residence Life Housing Assignments office.

**AMENITIES**

- Front desk staffed 24 hours per day (in most residence halls)
- Air conditioned buildings
- Bicycle racks
- Free laundry facilities and laundry monitoring system
- Furnished common rooms (where applicable)
- Cable television hook-up
- In-room high speed Internet access
• Furnished bedrooms (Extra long twin bed, closet or wardrobe, chest of drawers, desk, and desk chair are provided. In Warren Place and George Street Apartments, full size beds are provided.)
• Insect and pest control
• Vending areas
• Food service locations in 3 of our 7 residence halls, accessible to all students
• 24-Hour visitation policy

LAUNDRY FACILITIES

Free washing machines and dryers are located in all major residence halls and in designated houses. Only students who live in a residence hall or historic house are permitted to use these facilities.

LIVING WITH A ROOMMATE

At the College of Charleston, two or three students typically will share a dormitory room. Living with a roommate – and sharing the same residence hall with a few hundred other students – is often a new experience for students. Sharing a small space with someone can be challenging, and your respective cultures; religions or belief systems; habits; lifestyles or customs may require some adjustment. In the interests of harmonious living, students should make an effort to be considerate of other people’s space, possessions and feelings.

STAFF

Residence Life staff members are available to help students enjoy community living, and issues as they arise. The 140 staff members who live in the residence halls 24-hours-a-day, 7-days-a-week include:

• Desk Assistants (DA): Undergraduate students who staff the information desks, which are located near the entrance to most residence halls. Desk assistants check guests in and out of the building, and may provide answers to general questions or refer students to appropriate on-campus resources.

• Resident Assistants (RA): Upperclassmen who live on each floor or in the historic houses. Resident Assistants serve as advisors, and help build community, guide students through conflicts, and make referrals to appropriate on-campus resources.

• Residence Hall Directors (RHD): Graduate students who live in each residence hall, and who supervise the resident assistants and desk assistants.

• Residence Hall Directors may also assist with conflict resolution, community development, adjustment issues and crisis management (if necessary).
• Area Coordinators (AC): Full-time professional staff members who live in the residence halls. Area Coordinators supervise the RHDs, select and train staff, and manage the finances, programming and administration for their area.

RESOURCES

- College of Charleston On-Campus Housing Rates
- List of College of Charleston Residence Halls
- Residence Life Move-In Procedures
- Residence Life Policies and Procedures

Meal Plans and Dining On-Campus

DINING ON-CAMPUS

The College of Charleston has eight on-campus locations that feature an impressive selection of dining options: from all-you-can-eat buffets to fast food. Breakfast, lunch, dinner - even late-night snacks - all available, right on campus!

_Students may access weekly menus for Liberty Street Fresh Food Company and City Bistro on the Dining Services website, or download our CampusDish app, that allows students to view the menu directly on their phone._

WHERE TO EAT

**Liberty Street Fresh Food Company (LLFC)**

300 St Philip Street (Intersection of St. Philip and Liberty Streets)

An all-you-can-eat restaurant featuring great exhibition cooking, authentic ethnic dishes, flame-grilled entrees, a vegetarian station, freshly baked bread, homemade desserts and a great variety of healthy options. This location accepts meal swipes, Dining Dollars, Cougar Cash, cash and credit.

**HOURS OF OPERATION:**

Monday-Thursday: 7:00 a.m. - 9:00 p.m.
Friday: 7:00 a.m. - 2:30 p.m.
    Saturday: Closed
    Sunday: 9:00 a.m. - 8:00 p.m.
City Bistro

*Berry Residence Hall, St. Philip Street*

City Bistro is an all-you-can-eat restaurant offering a varied upscale menu consisting of delicious seafood, brick-oven pizza, a salad bar, sandwiches, desserts, and smoothies. This location offers our reusable to-go program, which allows students to take their meals to-go. This location accepts meal swipes, Dining Dollars, Cougar Cash, cash and credit.

**HOURS OF OPERATION:**

Monday-Friday: 11:00 a.m. - 10:00 p.m.
Saturday: 9:00 a.m. - 10:00 p.m.
Sunday: Closed

Einstein Bros. Bagels

*McAlister Residence Hall, St. Philip Street*

Einstein Bros. Bagels offers bagels, sandwiches, salads, pastries, desserts, and coffee. This location accepts Dining Dollars, Cougar Cash, cash and credit.

Stern Center Food Court

*Stern Student Center*

The Stern Center Food Court features Chick-fil-A, Burger Studio, Jolé Molé, Boars Head Deli, fresh sushi, and a variety of snacks and beverages, including a Milkshake Machine. This location accepts Dining Dollars, Cougar Cash, cash and credit.
Starbucks

Addlestone Library, First Floor
Starbucks offers coffees and other beverages, pastries, and sandwiches. Enjoy your drink and meal while you work, or socialize, in a comfortable atmosphere. This location accepts Dining Dollars, Cougar Cash, cash and credit.

Market 159

College Lodge Residence Hall, Calhoun Street
This on-campus convenience store carries essentials such as milk, cereal, bread, frozen entrees, health and beauty products, fresh fruit, snacks, cleaning supplies and more! Market 159 also offers a selection of organic and gluten-free options. This location accepts Dining Dollars, Cougar Cash, cash and credit.

P.O.D. Express

Education Center; St. Philip Street
P.O.D Express offers a wide variety of snack and grab-and-go options, such as sandwiches, salads, fruit cups, fresh yogurt parfaits, and Starbucks Coffee. This location accepts Dining Dollars, Cougar Cash, cash and credit.

Chick-Fil-A

Berry Residence Hall, Calhoun Street
Chick-fil-A serves a full menu, including breakfast, spicy chicken sandwiches and milkshakes! This location accepts Dining Dollars, Cougar Cash, cash and credit.

MEAL PLANS

The College of Charleston offers a variety of Meal Plans, applicable to numerous dining locations across campus.

Meals refer to the number of times per week you may use your Student ID (or Cougar Card) to access the two all-you-can-eat cafeterias. Meals are only valid at the two participating locations of City Bistro, and Liberty Fresh Food Company. Between these two locations, you may eat breakfast, lunch and dinner, every day of the week.

The meals in any given Meal Plan expire at the end of every semester, so ensure that all meals have been used prior to Winter or Summer break.

Dining Dollars may be used at any on-campus dining location. One Dining Dollar is equal to one U.S. dollar. At the end of every semester, unused Dining Dollars will be transferred over to the next semester.
A list of available meal plans may be accessed on the CofC Dining Services website. Please note that the fees will be pro-rated according to the length of the student’s program date.

Students who are interested in purchasing a meal plan should inform the ELI director, David McIntosh, of their intentions when submitting program applications.

To add Dining Dollars, or to change an existing meal plan, please contact the Cougar Card Office (see contact information on page 31 of this handbook).

**Mail Services**

Students may apply for a student post office box by contacting Mail Services at 1.843.953.5534: make sure to have your Student ID number and residence hall assignment available. Mail is delivered Monday-Friday, with the exception of federal holidays.

**Parking**

**ON-CAMPUS**

The College of Charleston Office of Parking Services issues parking permits for all surface parking lots, and magnetic access cards for several garages located near campus.

Every vehicle parked in a College of Charleston parking lot must display a valid parking permit to avoid receiving a parking citation. If you park in a College of Charleston Faculty/Staff parking space, you may be ticketed or your vehicle may be towed.

A limited number of parking meters are available throughout campus.

For additional information regarding parking on the CofC campus, please contact the Office of Parking Services.

**Office of Parking Services**

**Location:**
Joe E. Berry Jr. Residence Hall
(Calhoun Street)

**Phone:**
1.843.953.7834
parkingservices@cofc.edu

**HOURS OF OPERATION**

Monday-Friday 8:30 a.m. to 5:00 p.m.
DOWNTOWN

Parking in downtown Charleston is very limited. It is recommend that visitors to the College of Charleston campus use one of three city-owned parking garages:

- **St. Philip St. Garage**
  89 St. Philip Street (between Vanderhorst St. and Calhoun St.)

- **George St. Garage**
  34 St. Philip Street (between George St. and Liberty St.)

- **Wentworth St. Garage**
  81 Wentworth St. (at the corner of Wentworth St. and St. Philip St.)

College of Charleston students may contact parking services to be issued a magnetic access card for these garages. For those who do not hold an access card, the cost of parking in the city-owned garages ranges from $10.00 and $16.00 per day; hourly rates are also available.

Limited metered parking spaces are also available.

For additional parking options, please see the following maps: Downtown Charleston Parking Guide and City of Charleston Downtown Parking Garage Locations.

Health Care

STUDENT HEALTH SERVICES

Student Health Services is the College of Charleston’s professionally-staffed medical office, providing current students with treatment for basic health and medical conditions. The office also provides psychological counseling services. The Student Health Services office does not conduct major surgeries, treat major illnesses, or provide overnight care.

If same-day appointments are desired, students should contact Student Health Services first thing in the morning.

**Location:**
181 Calhoun Street  
Charleston, SC 29424

**Phone:**
1.843.953.5520  
healthservices@cofc.edu

**HOURS OF OPERATION**

Monday-Friday 8:30 a.m. to 5:00 p.m.
EMERGENCIES

24-hour medical care is available at several nearby hospitals and treatment centers. Please keep in mind that hospital emergency rooms (often referred to as the “ER” are very expensive and are best used as a last resort.

For life-threatening emergencies occurring on-campus, dial 1.843.953.5611 on any telephone.
For life-threatening emergencies occurring off-campus, dial 911 on any telephone.

Additional information about campus emergency systems may be found on page 51.

CWID

“CWID” stands for College Wide Identification Number and is a unique number issued to each student admitted to the College of Charleston. This number is critically important, as it is what students must use to access their MyCharleston accounts and student records. Students receive their CWIDs via email upon acceptance to the College of Charleston (well before arrival to the United States.

MyCharleston

MyCharleston is a secure internet site which serves as the gateway to the College’s online services.

Admitted students must first use the customized link in the invitation email that is sent out to students. This email includes your login information and specific instructions on how to login to your MyCharleston account. If you did not receive this email, or need additional instructions on logging in, please contact the CIE.

After you have set up your account for the first time and have created your permanent username and password, you can log into MyCharleston directly.

CMail

CMail stands for Cougar Mail email.

CMail is the student email account issued by the College. Professors and staff (including the CIE and ELI) will use your CMail for all email communication. Students should check their CMail accounts every day.
New students will have a CMail account automatically created when they enroll at the College of Charleston.

To login to CMail, access the Login page and enter username and password.

Alternatively, you may login at gmail.com using your entire email address and username.

CMail accounts include Google Apps full range of applications. Video, voice, and IM chat are also built-in.
Safety

COUGARALERT

In the event of an emergency, the College of Charleston can notify students, faculty, staff and parents within minutes. The CougarAlert system will only be used in the event of a campus crisis or emergency, and it will allow communication through: voice messages to home, work and cell phones; text messages to cell phones; messages to email accounts; and messages to teletypewriters and telecommunication devices (TTY/TDD) for the hearing impaired. Student may sign up on the CougarAlert notification service webpage.

EMERGENCY CALL BOXES

Orange call boxes, located throughout the CofC campus, are available to connect students directly to campus police in the event of an emergency. The call boxes may also be used for routine assistance such as a flat tire, or if you’ve locked your keys inside your vehicle, etc.

CAMPUS POLICE

Campus police officers provide public safety services to the College of Charleston. These professionally-trained men and women are on duty 24 hours a day, 7 days a week: monitoring the flow of traffic, enforcing parking regulations and patrolling the grounds and buildings.

EMERGENCY CONTACT NUMBERS

- College Emergency Notification Line: 1.843.725.7246
- Residence Hall Information: 1.843.953.5523
- Charleston Police Department: 1.843.577.7434
- Charleston Police Department (Emergency): 911
- CrimeActionLine: 1.843.953.4998 (voice-recorded line)
- CofC Emergency Medical Services: 1.843.953.5611
- Fire and Life Safety: 1.843.953.5611
- CofC Public Safety (Emergency): 1.843.953.5611
- CofC Public Safety(NON-Emergency): 1.843.953.5609
SAFETY TIPS

• Ensure that a trusted friend/family member is aware of your whereabouts.

• Lock your door when leaving your room.

• If you feel you are being followed, make your way to the nearest well-lit, public area and call the police.

• Always ask service people to identify themselves before you allow them to come into your room/home.

• Have your key ready when you approach your car/front door.

• LOCK VALUABLES in the trunk of your vehicle.

• Access ATMs during daylight hours, when possible.

• Do not give out your credit or debit card information - or your Social Security Number (if you have one).

Tobacco Free CofC

Please keep in mind that the College of Charleston is a smoke-free campus, meaning smoking is prohibited on campus grounds and in Residence Halls. The official policy may be found here.

Recycling at CofC

The College of Charleston has committed to become a Zero Waste Institution! Please help CofC adhere to this commitment by sorting waste (trash or garbage) items accordingly:
• Follow all signage posted around campus.

• Coffee cups CANNOT be recycled! Empty remaining liquids, place the lid in the co-mingled recycling, the sleeve in the paper recycling and the cup itself in the landfill container. Better yet, purchase and use a reusable mug: Starbucks and most other coffee shops offer a discount on refills.

• Ensure that compostable items are place in the compost stream (green bag).

• Make use of our specialty recycling bins to properly (and legally) dispose of electronics, batteries and printer cartridges.

Sports

Our students have long been passionate supporters of Cougar basketball. Now, that same spirit has spread to other sports as well. Throughout the orientation process and in the first weeks of school, information will be available to new and returning students about how to show their Cougar Pride – on-campus, at TD Arena and Patriots Point Athletics Complex, and even on the road.

Our intercollegiate athletics program offers students the opportunity to enjoy NCAA (National Collegiate Athletic Association) Division I team play at its best. There are different divisions (levels) of sports at universities around the U.S. Division I is the highest level. There are 22 varsity men’s, women’s and co-ed teams, plus cheerleading, at the College.
TICKETS

Bring your valid Cougar Card with you to any sports venue and, as space allows, support your favorite Cougar teams for free. For more information, please go to cofcsports.com and click on the tickets button.

ATHLETICS AND SPORTS

Location:
TD Arena
301 Meeting Street

TICKETS:
1.843.953.COFC (2632)

Campus Clubs and Organizations

College of Charleston students enjoy a wide variety of interests: from movies and music, to the environment and volunteering. The CofC currently hosts over 200 student clubs and organizations, where students can make friends with similar interests, learn new skills, serve the community, share talents, or try something totally new. Some prominent CofC organizations include:

CISTERNYARD MEDIA

CisternYard Media consists of four distinct student media organizations, and two supporting marketing departments. Each organization offers unique ways for students to meet people from diverse backgrounds, become involved in the campus community, and gain practical training in various media.

• CisternYard News, is the student-run newsroom, overseeing the flagship website for student media, and producing The Yard, a quarterly feature magazine.

• CisternYard Radio(CYR) is the official student-operated, web-only radio station. Streaming live 24/7 during the school year, CYR spotlights local and regional music. Tune in at CisternYard.com or download the TuneIn app.

• CisternYard Video is a student-run production group, offering a range of content, including news, sports, comedy and entertainment. Video segments are available at CisternYard.com, and on YouTube.

• Miscellany is an annual student-produced, national-award-winning, literary arts journal. Each Spring, students submit visual art, prose, and poetry for journal consideration.
COUGAR ACTIVITIES BOARD (CAB): Stern Student Center, Room 411

CAB is the primary campus-wide programming body at the College, holding events that are of interest to a broad range of students, and working with other organizations to help ensure that their events are of the highest quality, and reach the largest possible number of students. Offerings include: live bands, films, world-famous speakers, and unique activities such as CAB’s annual Casino Night, and Cougarpalooza. CAB’s governing board committees oversee the Coffee House, Community Issues, Films, Fun Fridays and Special Events. By getting involved, you’ll have the opportunity to influence which types of entertainment are available on campus.

STUDENT GOVERNMENT ASSOCIATION (SGA): Stern Student Center, Room 401

The SGA is the official CofC undergraduate student government association. Every student enrolled student is automatically a member. The SGA officers are elected annually by the student body, and take an active role in enhancing student life at the College, and articulating student concerns.

INTERNATIONAL CLUB

The International Club was created to bring American and International students together through bi-weekly gatherings, and various events throughout the year. All students are welcome to join!

A CofC email address is necessary to access the International Club Facebook page.

The College of Charleston Religious Life Council

The College of Charleston recognizes the significance of the spiritual values among its students, faculty and staff, and the contributions such values make to the overall educational experience. A variety of religious organizations have been established, each offering an array of activities and spiritual development opportunities.

Information about specific organizations may be accessed on the Religious Life Council webpage.

Life in Charleston

Weather

Charleston boasts a subtropical climate, with favorable and consistently moderate temperatures in the Spring and Fall. Summers are hot and humid, which only adds to the appeal of local beaches!
Winters are typically mild. It is not uncommon to experience 70-degree (Fahrenheit: 21-degrees Celsius) days in December and January.

Charleston experiences a lot of rain, which can be especially challenging for students walking to-and-from classes. Many students choose to purchase rain boots to alleviate this concern.

The CofC Campus and surrounding streets are known to flood to some degree, so please be wary when waiting to cross the street: oncoming traffic can cause pedestrians to be splashed with large puddles of water.

**Geography**

The Charleston peninsula is divided into three basic sections: Downtown, Northwest and East. The College of Charleston is located in downtown Charleston. Other sections of the metropolitan area include North Charleston, Mount Pleasant, West Ashley, John's Island, James Island, and Folly Beach.

Please see the campus maps for more information.
Transportation

REGIONAL TRANSPORTATION SERVICES

Charleston Area Regional Transit Authority (CARTA)

The Charleston Area Regional Transit Authority (CARTA) provides city bus service throughout the Charleston metropolitan area. CARTA also offers express shuttle services with fast and direct routes between key locations throughout the Charleston area and downtown. Visit the CARTA website for more information about buses and shuttles.

The College of Charleston has partnered with CARTA to provide free service to all College of Charleston students and employees on all CARTA buses, including the Downtown Area Shuttles (DASH) and the Express for commuters.

DASH (Downtown Area Shuttles)

The DASH shuttle buses provide the easiest way to get around downtown Charleston.

DASH Routes:

210 - Aquarium / College of Charleston - Travels by the College, the S.C. Aquarium and the Visitors' Center

211 - Meeting / King - Travels down King St., along the Battery, up Broad St., down Meeting St. to the Visitors' Center

212 - Aquarium / Waterfront - Travels between the S.C. Aquarium, Waterfront Park, and the downtown Market area

TAXI COMPANIES

<table>
<thead>
<tr>
<th>Company</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charleston Black Cab</td>
<td>1.843.216.2627</td>
</tr>
<tr>
<td>Charleston Black Cab Co.</td>
<td>1.843.216.2627</td>
</tr>
<tr>
<td>Charleston Green Taxi</td>
<td>1.843.819.0846</td>
</tr>
<tr>
<td>Express Cab Co.</td>
<td>1.843.577.8816</td>
</tr>
<tr>
<td>Flag-A-Cab</td>
<td>1.843.554.1200</td>
</tr>
<tr>
<td>North Area Taxi</td>
<td>1.843.554.7575</td>
</tr>
<tr>
<td>Safety Cab Co.</td>
<td>1.843.722.4066</td>
</tr>
<tr>
<td>Yellow Cab</td>
<td>1.843.577.6565</td>
</tr>
</tbody>
</table>
BICYCLE TAXI COMPANIES

<table>
<thead>
<tr>
<th>Company</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charleston Bike Taxi</td>
<td>1.843.532.8663</td>
</tr>
<tr>
<td>Charleston Rickshaw Company</td>
<td>1.843.723.5685</td>
</tr>
</tbody>
</table>

PARKING

Many neighborhoods have restricted parking zones where parking is reserved for resident at all times; visitors may park for a maximum of 1-hour between 8:00 a.m. and 6:00 p.m.

For additional information about parking in the city of Charleston, contact the Department of Traffic and Transportation (1.843.724.7368).

NATIONAL BUS LINE

Greyhound

3610 Dorchester Rd, North Charleston, SC 29405
1.843.744.4247
www.greyhound.com
PASSENGER TRAIN

Amtrak

4565 Gaynor Avenue, North Charleston, SC 29405
www.amtrak.com

AIRPORT

Charleston International Airport

The Charleston International Airport is located approximately 10 miles from the CofC main campus. For information about parking and ground transportation rates, visit the Charleston International Airport website.

5500 International Blvd., Charleston, SC 29418
1.843.767.7000
www.chs-airport.com

Grocery Stores and Markets

Harris Teeter
290 East Bay Street
1.843.722.6821

(Within walking distance from campus: Take Calhoun Street towards the Aquarium, turn right onto East Bay Street, Harris Teeter will be ahead on the left at the end of Wentworth Street.)

BI-LO Grocery
445 Meeting St.
1.843.722.2766

(Within walking distance from campus: Take Calhoun Street toward the aquarium. Turn left onto Meeting Street and then left into the parking lot.)

H&L Asian Market
5300 Rivers Avenue, North Charleston
1.843.529.9596

(Requires driving or taking a bus/taxi)
Saigon Vietnamese Supermarket
7671 Northwoods Blvd., North Charleston
1.843.818.1238
(Requires driving or taking a bus/taxi)

Jalisco South and Latin American Market
5335 Dorchester Rd., North Charleston
1.843.767.9611
(Requires driving or taking a bus/taxi)

Euro Foods Market
1727 Ashley River Rd., #3
1.843.571.1451
(Requires driving or taking a bus/taxi)

NOTE: The College of Charleston neither endorses, nor is affiliated with, any of the businesses listed.
Pharmacies

Many U.S. pharmacies (such CVS and Walgreen’s) also carry basic pantry items, convenience foods, beauty supplies, cleaning supplies, and other household goods.

CVS Pharmacy

59 George Street
1.843.720.8523

(CVS is on the corner of St Philips and George Street, on CofC’s campus.)

Walgreen’s Pharmacy

380 King Street
1.843.714.6243

(Within walking distance from campus: Walgreen’s is at the intersection of King Street and Calhoun Street, across from Marion Square.)

NOTE: The College of Charleston neither endorses, nor is affiliated with, any of the businesses listed.

Local Resources

❖ City of Charleston
❖ Post and Courier (Local newspaper)
❖ The Digitel (Local digital newspaper)
❖ The Charleston City Paper (Local publication)
❖ Channel 2 News (Local BNC news affiliate)
❖ Channel 4 News (Local ABC news affiliate)
❖ Channel 5 News (Local CBS news affiliate)
Resources: Finances

Banking

International students may choose to establish an American checking account, to facilitate financial management. This account will allow for making deposits and withdrawals, and will provide a debit card. Debit cards may generally be used wherever credit cards are accepted, with funds withdrawn directly from the checking account. Debit cards may also be used to access bank ATMs.

When opening a checking account, students should bring the following: passport and visa, and student ID card (Cougar Card). A banker will assist in setting up the account, and will advise as to bank fees and procedures.

There are two bank branches (national chains) located in downtown Charleston with convenient ATM locations for CofC students:

**Wells Fargo**

*177 Meeting Street*
*1.843.727.2969*

ATMs are available both inside the Stern Center on the CofC campus, and outside the CofC Bookstore on Calhoun Street.

Wiring Information for International transfers to Wells Fargo Bank:

- Routing ABA number: 12100024
- Swift BIC number: WFBIUS6
- Name: Wells Fargo bank N.A
- Address
  420 Montgomery
  San Francisco, CA 94104
- Student’s 10 digit checking account number must be included
- Student’s name as it appears on the Wells Fargo banking statement
ATMs located inside Stern Center on CofC campus, and at the Bank of American Meeting Street branch.

Wiring information for international transfers to Bank of America:

- Routing ABA number: 026009593
- Swift BIC number: BOFAUS6S
- Name: Bank of America N.A.
- Address:
  100 North Tryon Street
  Charlotte, NC 28255
- Student’s 10 digit checking account number must be included
- Student’s name as it appears on the Bank of America banking statement

For a detailed list of American banking terminology, please visit the Bank of America online resource.

**Resources: American Customs and Culture**

**Names and Greetings**

Americans tend refer to individuals by their first name, in both casual and professional settings. This does not signify a level of intimacy - as it may in a student’s home country - but a preference for dismissing with more formal titles. In professional or formal situations, it may be preferable to address someone using the proper title (Mr., Mrs., Ms., Dr.), unless invited to do otherwise. Americans will often introduce themselves as they wish to be addressed.

Americans who have earned a professional degree are often given an occupational title. Some instances where this is seen is in the medical field (Dr. John Smith, M.D.), religious figures, such as priests (Father Joseph) and professors (Dr. Ann Cummings, Ph.D.)

Common greetings include “Hello,” “Hi,” and “How are you?” A handshake is also a standard form of greeting for both men and women.
Some American social conventions can be confusing to visitors. For example, asking, “How are you?” is typically more of social convention than a genuine inquiry about another’s state of well-being. Friends or acquaintances may also use an expression such as, “let’s get together sometime,” without intending to make such plans; it is simply a turn of phrase that occasionally accompanies a goodbye.

**Social Etiquette**

In American culture, personal space is highly valued. A comfortable personal distance among strangers - or casual acquaintances - is generally considered to be the distance of an arm’s length. If this distance is not maintained during conversation, it is not uncommon for Americans to back up.

Americans value personal cleanliness, and good personal hygiene is of considerable importance in both social and professional settings. Many Americans bathe or shower quite frequently, and tend to use anti-perspirants or deodorants. Colognes/perfumes are used sparingly.

Americans typically arrive on-time for scheduled events, such as class meetings, social engagements and professional appointments. Host gifts, such as souvenirs from one’s home country, are appreciated, but not expected.

Religion and politics are both sensitive topics, and you may choose to avoid discussion these issues among casual acquaintances.

While in many countries the term “friend” is reserved for a few individuals with whom you have a very close relationship, in America, the term is often also refers to casual acquaintances or classmates.

**Classroom Etiquette**

In the classroom, professors may request that students address them by their first names, or may choose to be addressed more formally as Dr. or Professor. If you feel uncomfortable calling a professor by his or her first name, you may use the more formal title.

Punctuality is expected. Many professors do not allow late students to join class, and may deduct points from your final grade if you do not arrive at the scheduled time.

Americans have been taught since early childhood to question, search, and analyze: it is therefore understood that, during classroom discussions, students may engage a professor in open debate.
Cultural Adjustment

Upon arrival in the United States, many international students experience some level of culture shock. While at first, a student may feel that life in the U.S. is going well, as time passes, he or she may begin to miss their home country, family, and friends. Such feelings are a perfectly normal part of the adjustment process, and can help deepen a student’s appreciation for his, or her, home country.

The following tips may assist in reducing the effects of culture shock and home sickness:

• Get adequate rest, sufficient exercise, and maintain healthy eating patterns. Taking care of your physical is crucial as you adjust to your new surroundings.

• Proactively seek out opportunities to connect with other students: take advantage of the many student-focused programs and events on campus, or join a student organization that matches your interests.

• Your own culture and background are just as important as the one you are learning about. Infusing your experience here with your own perspective and beliefs can help make the time you spend here more rewarding.

If feelings of culture shock or homesickness become overwhelming, or do not improve, please seek outside help. Living abroad can be a huge adjustment, and there is no shame in seeking support while you are struggling.

The professionals at the English Language Institute are experienced with such issues and may offer help directly, or refer you to further support services on the CofC campus.

U.S. Calendar

In the U.S., the format for recording the date is: Month/Day/Year.

For example, the fifth day of October in the year 2015 would be recorded as: 10/5/15.
## Holidays and Observances

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Type</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day*</td>
<td>U.S. Holiday</td>
<td>January 1, 2016</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day</td>
<td>U.S. Holiday</td>
<td>January 18, 2016</td>
</tr>
<tr>
<td>President’s Day*</td>
<td>U.S. Holiday</td>
<td>February 15, 2016</td>
</tr>
<tr>
<td>St. Patrick’s Day</td>
<td>U.S. Holiday</td>
<td>March 17, 2016</td>
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<tr>
<td>Easter Sunday</td>
<td>Christian</td>
<td>March 27, 2016</td>
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<tr>
<td>Passover</td>
<td>Jewish</td>
<td>April 23-30, 2016</td>
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<tr>
<td>Beginning of Ramadan</td>
<td>Islamic</td>
<td>June 7, 2016</td>
</tr>
<tr>
<td>Eid al-Fitr (End of Ramadan)</td>
<td>Islamic</td>
<td>July 5, 2016</td>
</tr>
<tr>
<td>Rosh Hashanah</td>
<td>Jewish</td>
<td>September 14-15, 2016</td>
</tr>
<tr>
<td>Yom Kippur</td>
<td>Jewish</td>
<td>September 23, 2016</td>
</tr>
<tr>
<td>Eid al-Adha</td>
<td>Islamic</td>
<td>September 24, 2016</td>
</tr>
<tr>
<td>Columbus Day*</td>
<td>U.S. Holiday</td>
<td>October 10, 2016</td>
</tr>
<tr>
<td>Muharram</td>
<td>Islamic</td>
<td>October 15, 2016</td>
</tr>
<tr>
<td>Halloween</td>
<td>U.S. Holiday</td>
<td>October 31, 2016</td>
</tr>
<tr>
<td>Veteran’s Day</td>
<td>U.S. Holiday</td>
<td>November 11, 2016</td>
</tr>
<tr>
<td>Mawlid al-Nabi</td>
<td>Islamic</td>
<td>December 11 - 12, 2016</td>
</tr>
<tr>
<td>Chanukah</td>
<td>Jewish</td>
<td>Dec 24, 2016 - Jan 1, 2017</td>
</tr>
<tr>
<td>Christmas*</td>
<td>Christian</td>
<td>December 25, 2016</td>
</tr>
</tbody>
</table>

Holidays denoted with an “*” are federal holidays: you may find that banks, post offices, and certain shops may be closed.
Experience Charleston

Charleston, South Carolina is a vibrant and rapidly-growing metropolitan area with a rich cultural history, and has been named the #1 U.S. tourist destination by Condé Nast for four years in a row.

While staying in Charleston, you may choose to take advantage of the spectacular scenery, the thriving arts scene, the award-nominated dining, or local sporting events.

Shopping & Dining

SHOPPING

Charleston offers a wealth of shopping opportunities: from the work of local artisans, to unique specialty shops; rare antiques to well-regarded national retailers. The larger national retailers generally open early and close late (for example, Target - a budget-friendly department store - is open from 8:00am – 10:00pm, Monday – Saturday). Reduced hours at such stores are most often seen only on Sundays and national holidays.
Popular shopping destinations in the Charleston-area include:

**Downtown Market Area**  
*Market Street*  
Wander through the open-air market, and watch local artisans making sweetgrass baskets.

**Fashion District**  
*King Street*  
The center section of historic King Street is dedicated to high fashion, offering designer clothing, handbags, shoes, and jewelry.

**Antique District**  
*King Street*  
The unique shops along King Street were voted No. 1 for antique shopping by the readers of *Travel + Leisure* magazine.

**Towne Centre Shopping Mall**  
*I-526 and Highway 17, Mount Pleasant, SC*  
Home to over 65 retail stores, the Towne Centre Shopping Mall, also houses the Palmetto Grande movie theater. Towne Centre is stop # 4 on the CARTA Route 40 bus. Additional information may be found on CARTA route 40 stop 4 schedules.

**Hours**  
Monday – Saturday: 10:00 a.m. – 9:00 p.m.  
Sunday: 12:00 p.m. – 6:00 p.m.
The Citadel Mall
2070 Sam Rittenberg Boulevard
The Citadel Mall is home to a variety of department stores and national retail stores, including Target. The Citadel Mall is stop #6 on the CARTA Route 30 bus. Additional information may be found on CARTA route 30 stop 6 schedules. The CARTA Mt Pleasant – West Ashley Express Route 2 runs from multiple locations downtown directly to the Citadel Mall (during peak hours on weekdays).

Hours
Monday – Saturday: 10:00 a.m. – 9:00 p.m.
   Sunday: 12:00 p.m. – 6:00 p.m.

Best Buy
1987 Sam Rittenberg Boulevard (across from The Citadel Mall)
This national retail store offers electronics, such as cell phones, television sets and small appliances. Best Buy is across from stop #6 on the CARTA Route 30 bus. Additional information may be found on CARTA route 30 stop 6 schedules. The CARTA Mt Pleasant – West Ashley Express Route 2 runs from multiple locations downtown directly to The Citadel Mall (during peak hours on weekdays).

Hours:
Monday – Saturday: 10:00 a.m. – 9:00 p.m.
   Sunday: 11:00 p.m. – 8:00 p.m.

Phone
1.843.763.4338

Tanger Outlet Mall
4950 Centre Pointe Drive
This outlet center hosts over 100 stores carrying discounted items from national retailers and popular designers. The CARTA NASH Express Route 4 runs from the Visitor Center in downtown Charleston directly to Tanger Outlet Mall. Additional information may be found on the NASH schedules.

Hours
Monday – Thursday: 10:00 a.m. – 9:00 p.m.
   Friday and Saturday: 9:00 a.m. – 10:00 p.m.
   Sunday: 11:00 a.m. – 7:00 p.m.

NOTE: The College of Charleston neither endorses, nor is affiliated with, any of the shopping destinations listed.
DINING

Charleston is one of the premier culinary destinations in the Southeastern U.S., offering an eclectic selection of dining options, ranging from economical to indulgent.

The average meal at mid-range restaurants will typically range from $8.00 - $10.00 for lunch, and $10.00 - $12.00 for dinner. Charleston Restaurant Week is a bi-annual event, where local restaurants offer three-course meals at a discounted price, providing a great opportunity to try out new restaurants. The Charleston Wine + Food Festival is a popular annual attraction.

The Charleston City Paper, a free publication available throughout Charleston, has compiled a list of their preferred restaurant choices in the area.

The Charleston metropolitan area is host to many restaurants serving ethnic specialties, including:

Lee Lee’s Hot Kitchen
218 President Street
An authentic Chinese restaurant featuring family recipes and modern dishes from owner, Lily Lei. The eccentric decor and trendy setting ensure an interesting dining experience.

Gaulart & Maliclet “Fast and French”
98 Broad St
A quaint restaurant along one of Charleston’s most historic and beautiful streets, Fast and French is a great lunch spot offering coffee, artisan sandwiches, soups, and salads: all reasonably priced.

Old Towne Grill and Seafood
229 King Street
A family-owned, and authentic Greek restaurant, conveniently located near the CofC campus on Charleston’s famed King Street. Sample the Greek gyros, or one of the fine seafood dishes.

Leyla
298 King Street
A Lebanese restaurant right on the edge of campus, Leyla offers a variety of Mediterranean and Middle Eastern dishes, with affordable lunch and dinner options.

Santi’s
1302 Meeting Street
Santi’s features authentic Mexican and Southwestern cuisine, with free chips and salsa included with every meal. The excellent food makes the trek from campus worthwhile.

O-Ku
463 King Street
This hip Asian restaurant, known for its sushi, is a College of Charleston student favorite. Meals at O-Ku are somewhat expensive, but their half-priced sushi special (Wednesday evenings from 5:00-7:00pm) is an excellent value.
Basil
460 King Street
Another College of Charleston student favorite, Basil offers Thai cuisine in a trendy dining environment. The menu is reasonably priced, with lunch, dinner and take-out options.

Xiao Bao Biscuit
224 Rutledge Ave
Xiao Bao Biscuit offer a selection of dishes from China, Korea, Japan, Taiwan, Thailand and Vietnam. This unique restaurant is located in a refurbished gas station!

**NOTE:** The College of Charleston neither endorses, nor is affiliated with, any of the restaurants listed.

**Hotels**

Downtown Charleston and the surrounding area offer a wide range of accommodations for visitors. Many of the hotels and inns on the peninsula are within walking distance of campus. When making reservations, be sure to inquire as to whether or not the business offers special rates for those attending College of Charleston events. Please be aware that accommodation rates vary seasonally.

A list of hotels located near the College of Charleston may be found on the [Campus Travel](#) website.

**Events and Attractions**

**THE ARTS**

- The **Gibbes Museum of Art** houses a carefully curated collection of Southern and American fine art.

- The **MOJA Arts Festival** is an annual celebration of African-American and Caribbean arts.

- The **Spoleto Festival USA** is recognized as one of America’s premier performing arts festivals, and feature over 700 performance events over a 17-day period.

- The **Footlight Players** are among the leading community theatre companies in the South.

- The **Dock Street Theatre**, is home to the Charleston Stage Company, South Carolina’s oldest professional theatre company.

- **Theater 99** is an improvisational theatre company.
HISTORY AND ARCHITECTURE

- **Boone Hall, Drayton Hall, Middleton Place, Magnolia Plantation, and the Charleston Tea Plantation** are among the well-preserved Southern plantations located in the Charleston area.

- **The Charleston Museum** was America’s first museum mission, founded in 1773, and has preserved many artifacts relevant to Charleston and the Low Country.

- **Charles Towne Landing** is the original site of the first permanent English settlement in the Carolinas.

- **Fort Sumter** is the site where the Civil War began, and offers boat tours along the Charleston Harbor.

- **Rainbow Row**, a collection of colorful homes along the Charleston harbor, is one of the most photographed attractions in the area.

- **Patriots Point Naval and Maritime Museum** features the aircraft carrier USS Yorktown, the destroyer USS Laffey, as well as other naval artifacts and exhibits.

LOCAL SPORTING EVENTS

- Baseball: Charleston River Dogs
- Hockey: South Carolina Stingrays
- Soccer: Charleston Battery
- Tennis: Family Circle Cup

RESOURCES

- Charleston Convention and Visitors Bureau
- Things to Do In Charleston (Trip Advisor)
Campus Map
American Conversion Charts

FAHRENHEIT TO CELSIUS

Source: https://www.threadless.com/product/2425/37_Celsius_98_6_Fahrenheit

AMERICAN COIN CURRENCY (Top Row: Front of coin; Bottom Row: Back of above coin)

1) Quarter = 25 cents  2) Dime = 10 cents  3) Nickel = 5 cents  4) Penny = 1 cent
AMERICAN PAPER CURRENCY

Source: http://www.littletoncoin.com/webapp/wcs/stores/servlet/Display%7C10001%7C10001%7C-1%7C%7CLearnNav%7CSmall-Size-US-Paper- Money.html

AMERICAN CLOTHING SIZE CHART

Source: http://www.outerinner.com/blog/tag/measurements/
### American Shoe Size Chart

#### Adult Mens and Womens Shoe Size Conversion Table

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<thead>
<tr>
<th>System</th>
<th>Sizes</th>
<th>System</th>
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<tr>
<td>Europe</td>
<td>35 35½ 36 37 37½ 38 38½ 39 40 41 42 43 44 45 46½ 48½</td>
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</tr>
<tr>
<td>Mexico</td>
<td>4.5 5 5.5 6 6.5 7 7.5 9 10 11 12.5</td>
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<tr>
<td>Japan M</td>
<td>21.5 22 22.5 23 23.5 24 24.5 25 25.5 26 26.5 27.5 28 28.5 29 29.5 30.5 31.5</td>
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</tr>
<tr>
<td>Japan W</td>
<td>21 21.5 22 22.5 23 23.5 24 24.5 25 25.5 26 27 28 29 30 31</td>
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</tr>
<tr>
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<td>3 3½ 4 4½ 5 5½ 6 6½ 7 7½ 8 8½ 9 10 11 12 13½</td>
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<tr>
<td>U.K. W</td>
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<tr>
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<td>Australia W</td>
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<tr>
<td>U.S. &amp; Canada M</td>
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</tr>
<tr>
<td>U.S. &amp; Canada W</td>
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<td>Russia &amp; Ukraine M</td>
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</tr>
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<td>Korea</td>
</tr>
<tr>
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