

**2007-2008**

Guide to Residence Living (pg.7)

Welcome to Residence Life and Housing at The College of Charleston!  
We hope to serve as an important part of your college experience.

Please note: While we strive to make this guide as comprehensive and accurate as possible, events and circumstances can sometimes lead to immediate changes in policies and procedures.

**Residence Life and Housing provides  
a living and learning environment that  
engages students in community development  
and the practices of positive citizenship.**

College of Charleston  
**Department of Residence Life & Housing**  
40 Coming Street  
Charleston, SC 29424

(843) 953-5523 ▪ Telephone  
(843) 953-6590 ▪ Fax

[www.reslife.cofc.edu](http://www.reslife.cofc.edu) ▪ website  
[reslife@cofc.edu](mailto:reslife@cofc.edu) ▪ email

This planner belongs to:

Name \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Number: \_\_\_\_\_

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# College of Charleston

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Office of Residence Life and Housing  
40 Coming St.  
Charleston, South Carolina 29424

Dear Residential Student:

I want to welcome you to the College of Charleston. I know I speak for the entire staff of Residence Life and Housing in wishing you the best for the coming school year.

Additionally, I want to encourage you to be welcoming with each other. You all come from different places and different experiences. But you also all share in a common desire to be at the College, to pursue your education, and live to the fullest this phase of your life.

These are important ingredients in any vibrant community. Our common pursuits bond us to one another. Our differences make each of us interesting and noteworthy to one another and at the same time serve to drive our community in delightfully surprising and profound ways. It is absolutely one of the aspects of the college experience that will make it memorable throughout your life.

We, in Residence Life and Housing, are glad to be, in some way, a part of that, we offer any assistance we can as you make your way through this year.

With that said, I wish you to live and learn well. I hope this is a great year for you, and again, let us know if we can help.

Best wishes,

John Campbell  
Dean of Residence Life and Housing

## Frequently Dialed Numbers

Residence Life & Housing, Main Office	843-953-5523	
Residence Life & Housing, Fax Line	843-953-6590	
	<b><u>Information Desk</u></b>	<b><u>RHD Office</u></b>
Berry Hall	843-953-3253	843-953-6505
College Lodge	843-953-5104	843-953-3150
Craig Hall	843-953-5107	843-953-6408
George/Liberty	843-953-8506	843-953-8552
Kelly House	843-953-4447	843-953-4445
McAlister Hall	843-953-4443	843-953-4441
McConnell Hall	843-953-5151	843-953-7172
Rivers Hall	843-953-5105	843-953-7173
Warren Place	843-953-3800	843-953-3801

Admissions	843-953-5670
Academic Advising	843-953-5981
Campus Dining Services	843-953-5539
Campus Recreation Services	843-953-5559
C.A.R.E. (Crime Victim's Services)	843-953-3390
Career Center	843-953-5692
Center for Student Learning	843-953-5635
Cougar Card Services	843-953-1100
Counseling & Substance Abuse Services	843-953-5640
Financial Aid	843-953-5540
Health Services	843-953-5520
Help Desk (Tech Support)	843-953-5457
Higdon Leadership Center	843-953-6356
Multicultural Student Center	843-953-5660
New Student Programs	843-953-2017
Parking Services	843-953-7834
Public Safety (Non-Emergency)	843-953-5609
Public Safety (Emergency)	843-953-5611
Registrar's Office	843-953-5668
Student Affairs	843-953-5522
Student Life	843-953-5726
Treasurer's Office	843-953-5572

## **Residence Life & Housing Staff**

The Department of Residence Life & Housing employs over 250 staff members to assist in creating a memorable residential living experience. Below you will find a brief description of the individuals you may encounter during your residential living experience.

**Live-In Staff:** We employ a number of crucial employees as live-in staff members within the residential living system. The main purpose of the live-in staff is to assist you while living in the residence hall or house. They are there to help with any problems you may encounter, answer questions regarding policies and procedures, conduct routine health and safety inspections, program, and ultimately build community. Some of our Live-In Staff Positions include:

**Desk Assistants – DAs** are students hired to provide information and services at most residence hall information desks. DAs staff most information desks from 6:45 a.m. until 11:00 p.m., after which a State Security Officer from Public Safety will be present. Contact a DA whenever you need information or immediate assistance.

**Resident Assistants & House Managers – RAs and HMs** are undergraduate students who have been specially selected and trained to work in the residence halls and houses. These typically upper-class student staff members serve as resource persons, peer counselors, and advisors. Among other duties, RAs/HMs assist in resolving roommate conflicts, enforcing residence hall policies and procedures, and planning activities and programs. If you have any problems or concerns, this is the first person that you should contact in seeking a resolution.

**Assistant Residence Hall Directors – ARHDs** are junior and senior level undergraduate students who live in the residence halls and assist a Residence Hall Director with the management and operation of a residence hall and related houses. ARHDs are directly responsible for desk operations and work along side the RHD to provide a quality living environment through programming and policy enforcement. ARHDs are available in George Street & Liberty Street as well as Berry Hall and McAlister Hall.

**Residence Hall Directors – RHDs** are traditionally graduate students who live in the residence halls/houses and oversee the management and operation of their building, related halls and residents. RHDs directly supervise the student staff within their building. RHDs work with other student staff members to provide a quality living environment through individual student assistance, educational and social programming, maintaining an environment that promotes the safety and security of all residents, enforcing residence hall policy, and ultimately establishing a cohesive residence hall community.

**Central Office Staff:** The Dean of Residence Life and Housing oversees the operation and management of the Department. Residence Life consists of three primary areas, each supervised by a Director. These areas are Housing Facilities Services, Housing Assignments, and Residence Education.

In addition, Residence Life and Housing includes a quick-response maintenance team, custodial team, and administrative support staff. The custodial staff is responsible for the cleanliness of the public spaces in each residence hall or house and maintenance craftsmen are responsible for the maintenance concerns within their area of expertise. Each person plays a key role in making your stay at the College of Charleston rewarding.

**Residence Life Contact Chain:** Your RA/HM or the RA on-call should be the first person you contact for assistance. If you have difficulty contacting an RA, assistance can be provided at any residence hall information desk.

Student staff members (DAs/RAs/HMs) report to the RHD/ARHD of their building. RHDs report to Central Office Staff. If you would like to speak to a Central Office Staff Member, please call the main office line at 953-5523 and you will be connected to the appropriate individual.

Residents who need to contact a Residence Life Staff Member should go to or call the information desk for their residence hall. Residents in historic houses can contact their associated hall:

Craig – 15 & 17 St. Philip, 90 & 92 Wentworth

College Lodge – 298 & 300 Meeting

McConnell – 13, 28, 29, 31, 32, 34, 36, 38 Coming & 99, 101, 103, 105, 107 Wentworth, 8 Kirkland

Rivers – 2, 4, 6, 8, 24 Bull, 70 & 72 Coming, Lesesne House

**College of Charleston  
Residence Life & Housing**

2007-2008  
Guide to Residence Living

**Section I - Campus Living Basics**

Welcome Home! This section provides an overview of the basic information residential students need to know including physical amenities, room changes, and other services.

**Section II - Community Standards**

Every community has guidelines for behavioral conduct. This section contains standards for community living including policies with which residential students are expected to comply.

**Section III - Policy Violation Procedures**

What happens when a policy is violated? This section outlines the procedures for resolution of a policy violation and possible consequences for violating community standards.

## **Campus Living Basics**

### **Air Conditioners/Heat**

All residence halls and houses are fully air-conditioned and heated. Some units are controlled through the College's Central Energy Plant with a limited range of resident adjustment. Other facilities offer a broader range of resident adjustment per suite or house. Problems with your air conditioner should be reported on the work order online (WOOL) link on your Cougar Trail account.

### **Break Housing**

All residence halls and houses remain open during Spring, Fall and Thanksgiving Breaks.

Berry, Buist, College Lodge, Craig, McConnell, and Rutledge officially close during the Winter and Break. Residents of these buildings must vacate their rooms during this period by the time assigned by Residence Life and Housing or a sanction will be levied. Students will not be permitted access to these residence halls after closing.

Limited housing may be available for an additional fee. A temporary move will be required for safety and security reasons. Contact Residence Life and Housing for approval to stay on campus during the breaks.

George Street, Liberty Street, Kelly House, McAlister, Warren Place and the Historic Houses will not close for Winter Break. Information desks are fully staffed and all policies and procedures remain the same.

### **Building Safety and Security**

All residence halls use digital recording systems with scanning cameras to record activity in public areas. Audio recording is used at all security desks and main lobbies. All residence halls contain hard-wired heat/smoke detectors and alarm horns tied to a control panel near security desks and a duplicate relay to our Public Safety Command Center. Seven of our ten residence halls have full fire sprinkler systems (Warren, Kelly, McAlister, Berry, McConnell, George & Liberty). All historic houses contain hard-wired heat/smoke detectors and alarm horns. All Greek houses and some historic houses have full fire sprinkler systems.

### **Cable TV Service**

Basic cable service is included in the housing fee and is provided in the residence halls and houses. Basic cable does not include premium channels.

### **Check-In/Check-Out**

Residents must contact their Residence Hall Director to set up an appointment before moving out of or into a room on campus.

### **Computer Rooms**

Computer labs in most major residence halls (Berry, College Lodge, Craig, McConnell, and Rivers) are equipped with IBM compatible computers. Printing services are not available in the halls but

can be found in the Addlestone Library and other labs. For a list of additional computer labs on campus, services, and hours, or to report computer related problems, contact Academic Computing at 953-5569 or <http://www.cofc.edu/technology>.

### **Cooking**

Certain cooking appliances are prohibited in the residence halls due to the fire hazard threat they pose. These include coffee makers without an automatic shut off switch, any open-coil heating appliance (such as a toaster), electric griddles, Foreman-type grills and waffle makers.

Residents in upperclassman housing with a full kitchen may have a toaster or Foreman-type grill provided the item remains in the kitchen.

Please see a Residence Life staff member if you have questions regarding whether a certain appliance is authorized.

### **Custodial Services**

Custodial services are provided in all residence halls and houses for the care of lobbies, activity rooms, community bathrooms with 8 or more residents, and other public areas. Residents are responsible for the cleanliness of their bedrooms, bathrooms, kitchens and other suite common areas, including all trash removal.

### **Desk Services**

Most residence halls have an information desk. You may obtain trash bags and toilet paper from the desk. If your RA or HM is not available and you need assistance, you may contact any residence hall information desk and they will help you contact a staff member on-call. Residents in historic houses should utilize the residence hall associated with that area (pg. 7)

Please note that Residence Life and Housing does not accept deliveries or personal items for residents of a specific building at any information desk. For delivery information, please contact Mail Services at 953-2089.

### **Doors and Walls**

The exterior and interior finishes on room doors and walls are easily damaged by tape, nails, etc.; therefore, any materials that can damage these areas should not be used to post objects. If you choose to post something on your door(s) or wall(s), use thumbtacks. The use of any other materials denotes you assume full responsibility for damage, and will be assessed an appropriate fine. All mounting materials must be removed prior to checkout. If damages are found, the student will be fined, and the items must be removed permanently.

### **Health and Safety Inspections**

For health and safety reasons, the Residence Life and Housing staff will conduct room inspections at the mid-point and end of each semester.

Courtesy notices will be posted on each hall and in each house in advance of room checks. On the designated day, Residence Hall staff members will check the room for cleanliness, maintenance

needs, and item(s) that are prohibited. Residents who wish to be present during the inspection should contact their Residence Hall Director in writing prior to the scheduled week of inspections.

### **ID Cards**

College of Charleston residential students are expected to carry their CofC ID card with them at all times. Students living in residence halls with an electronic scanner are required to scan their ID before they enter the building or check in visitors. Lost IDs can be replaced at Cougar Card Services during business hours or Public Safety after business hours.

### **Insect and Pest Control**

All residence halls and houses have regularly scheduled pest control. If your room needs additional pest control, please enter a work order online through your Cougar Trail account.

### **Insurance**

Insurance of student's property is not provided by the College. The purchase of renter's insurance (if homeowner's insurance is not in effect) is highly recommended. Compensation for property damage or loss is not provided by the College, regardless of circumstance.

Accident and Health Insurance: The College provides information on the S.C. Statewide Student Insurance Plan. It is endorsed by most of the state-supported colleges and universities in South Carolina. Information on this plan can be obtained by contacting Pearce and Pearce, Inc. in Florence, SC at 1-888-622-6001 or <http://www.studentinsurance.com>. The College's Health Services facility, telephone 843-953-5520, coordinates the plan with our students.

### **Internet**

All students in residence halls/houses are provided with Cougar ResNet, a 24-7 high-speed Ethernet Internet service connection.

"Wired" facilities include: Berry, Buist, Craig, McAlister, McConnell, Rutledge, Warren Place, George Street, Liberty Street, and 90, 99, 101, 103, 105 & 107 Wentworth Street

"Wireless" facilities include: College Lodge, Kelly House, and all houses not listed above.

The College also provides a wireless connection outside of Residence Life and Housing Facilities via a separate network.

For additional information, visit Campus Technologies at <http://www.campustechno.com>, email [support@campustechno.com](mailto:support@campustechno.com) or call 843-723-1312.

### **Keys**

Room keys may not be duplicated; however, lost keys may be replaced for \$65 per key. To order a replacement key, go to the Department of Residence Life & Housing at 40 Coming Street or fill out a work order online through your Cougar trail account. Immediately report stolen keys to Public Safety.

If you are locked out, you may check out a “loaner key” for twelve (12) hours from Public Safety by presenting your valid College of Charleston ID. If your photo identification is locked inside your room you will need to provide Public Safety with your name, student ID and verify certain personal information. If you fail to return the Public Safety key within the time allotted, your student account will be charged.

### **Laundry Facilities**

Washing machines and dryers are located in all major residence halls and some houses. If the machines are not working properly, please place a work order online. Refunds may be obtained through the Residence Life Housing Facilities Services Office located at 45 Coming Street.

### **Maintenance Services**

A Work Order Online (WOOL) system has been implemented throughout campus to address maintenance concerns. To access the WOOL system, sign in to your Cougar Trail account through the College of Charleston website. Click on HOUSING on the maroon bar at the top of the page. Select HOUSING WORK ORDERS from the pop up box. Your name and room number will be automatically generated. Describe with as much specificity as possible the nature of the maintenance concern.

As work orders are received, they are prioritized and assigned. Emergency issues that can affect resident safety or cause further property damage are given first priority. Residents receive electronic replies to keep them informed of the status of their maintenance request.

If you experience a maintenance emergency (flooding, sewer difficulties or fire/life safety issues) during normal business hours (8:30 am – 5:00 pm M-F) you may immediately call the Housing Facilities Services Customer Service Line (843) 953-3700. Report any after-hours maintenance emergencies to your designated information desk.

### **Newspaper Readership**

Residence Life and Housing provides USA Today, New York Times, and the local Post and Courier in the lobbies of each major residence hall for residents’ use. Please note: newspapers are not provided during college breaks.

### **Personalizing Your Space: Furniture Moving, Adjusting and Arranging**

Residents may move and arrange lightweight College provided furniture within their rooms as often as they wish to satisfy their individual tastes as long as the furniture stays in the same room. Any damage caused by resident-moved furnishings will be the financial responsibility of the resident.

Residents may request the moving or arranging of heavier furnishings by placing a work order. All moving of furnishings by Housing Facilities Staff must be arranged by appointment. The resident should list available times on the work order and the Housing Facilities Services staff member will follow up by arranging a time that satisfies both parties. The resident must be present for the appointment and must clear the furniture to be moved of all personal belongings (within and around).

These requests will be processed free of charge during the first four (4) week “Open Request Period” of each semester. Residents will be charged \$20.00 per piece/per move for requests placed after the end of the Open Request period.

Bed “lofting” and “unlofting” as well as “bunking” and “unbunking” fall under the same guidelines as moving heavier furnishings.

### **Room Reservation Requests**

Residence Life and Housing has several spaces that may be reserved for special campus group functions and programs. The following locations are available for reservation: Berry Hall Activity Room, Hawkins Lounge in Rivers Residence Hall, and McAlister Hall Lounge. To inquire about a reservation, please contact the Coordinator for Residence Education at 953-0797.

### **Room Assignment**

Current resident students will have the opportunity to re-apply for on-campus housing for the next academic year early in the spring semester. Because of the high number of new students requiring housing, a pre-determined number of bed spaces are reserved for this population. A housing prepayment (non-refundable after May 1st) and a yearly non-refundable application fee are required. An online application must be completed by the specified deadline.

Requests for specific rooms are honored contingent upon the rooms being available and the number of academic credit hours accumulated when applications are processed for assignment. Requests for specific roommates are honored if the two or three students requesting to share a room submit mutual requests and space permits.

### **Room Changes**

Room changes begin two (2) weeks after opening weekend in the Fall and Spring. To request a room change, contact your Residence Hall Director who will assist you in filling out the necessary paperwork. The assignments area will notify you when your request has been received and will instruct you on further procedures (see Check In/Check Out section).

Do not move until you have been contacted by Residence Life and Housing and have permission to change rooms. Unauthorized room changes will result in a \$50 fine.

Residence Life and Housing reserves the right to make a room change any time it is deemed to be in the best interest of the students involved.

### **Room Entry**

A resident’s room or suite may be entered at any time by an authorized College of Charleston staff member acting in an official capacity. This includes but is not limited to Public Safety employees and Residence Life and Housing employees. A thorough search of the room or suite, including students’ personal belongings, may be conducted if the staff member has reasonable suspicion regarding the presence of unauthorized items or activities.

**Severe Weather**

All students should be aware of and prepared for (have a flashlight, extra batteries, etc) hazardous weather conditions including tropical storms, hurricanes, tornadoes, snow, sleet, and ice. If such weather approaches, your residential living staff will call meetings to advise you of further necessary action (i.e. evacuation or consolidation to a safe place). Students are required to follow instructions of the staff in such cases. Hazardous weather procedures can be found on the Residence Life and Housing website at <http://reslife.cofc.edu/oncampushousing/weather.html>. All resident students should have a plan for alternate housing in the event of severe weather.

**Telephone Services**

Each room is equipped with a telephone line with call waiting. We recommend that students bring a land-line phone to plug in and correspond with our 911 database. Residents in a room usually share one line and are required to provide their own telephone equipment. Telephone numbers are listed on the jacks. If there is a problem with the service, please submit a work order online.

**Trash Removal**

Characteristic of an urban and humid campus setting, insects and rodents are present and easily attracted to food sources. Properly bag and tie all trash before taking it to the designated trash pick up site for your residence hall or house.

**Vending Machines**

For your convenience, food and soft drink machines are located in most residence halls. To report lost money in vending machines, notify Campus Dining Services at 953-5539.

## **Community Standards**

### **General Rules of Conduct**

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

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

1. Abide by all policies and procedures as stated in the Residence Life and Housing Contract, this Guide to Residence Living, and the College of Charleston Student Handbook.
2. Understand that ignorance of the policies and procedures found in the Housing Contract, the Guide to Residence Living, and the Student Handbook does not absolve students and guests from the policies and consequences therein.
3. Residence Life and Housing reserves the right to refer violators of any alleged charges to the appropriate campus authority which may include the Department of Public Safety or the Dean of Students.

### **Alcohol**

Alcoholic beverages are not allowed in Berry, Buist, College Lodge, Craig, McAlister, McConnell, or Liberty Street regardless of the owner's age.

Residents in Rutledge, Kelly House, Warren Place, George Street and historic houses of legal age (21 years old or older) are allowed a 6 pack of beer or 1 liter of wine. Non-residents are not permitted to bring their own alcohol into the residential facility; however, non-residents 21 and older may consume alcohol on the premises (providing the alcohol does not exceed the 21+ yr. old resident's allotted 6 pack or liter). All persons consuming alcohol must be of legal drinking age and are responsible for their behavior and actions.

Public intoxication is a violation of College of Charleston policy as well as South Carolina state law. Residents perceived to be intoxicated are required to undergo evaluation by C of C First Responders and/or Charleston County EMS. This evaluation will determine whether a resident is admitted to the building or transported to a local emergency room. If transported, the resident will be evaluated by a professional. Parents/guardians will be notified according to our parental notification policy.

### **Balconies, Porches, Piazzas, Roofs, Windows**

Porches, piazzas, balconies, rails and windows of the residence halls and houses must be kept clear of items including hanging articles and furniture. Residents are prohibited from removing window screens – all screens provided by the college must remain intact and in the window. Damaged or missing screens should be reported via the Work Order Online system (WOOL) accessible through Cougar Trail. No resident is permitted on the roof at any time. No items may be thrown over the balconies, porches or piazzas. Students caught throwing things may be subject to removal from the residential facility with no refund of fees and full payment of contract required.

### **Bicycles**

For fire and life safety reasons, bicycles are not allowed inside the residence halls/houses at any time except in the designated bicycle storage areas inside Kelly House and McAlister Hall.

Bicycles may not be chained to porches or rails of historic houses.

### **Children in Halls**

Babysitting in the residence halls/houses is not allowed. Children may not be left unattended.

Actions of a minor guest are the responsibility of the host.

### **Commercial Activities**

Students may not use Residence Life and Housing property or equipment for personal businesses.

This includes running businesses from residence hall/house rooms as well as using Residence Life facilities to solicit or maintain businesses.

### **Conduct Towards College Staff**

Students and their guests must be respectful of the College of Charleston community at all times.

Abusive language or intimidating behavior of any kind will not be tolerated. Students may be removed from the residence hall system for inappropriate conduct with no refund of housing fees and full payment of contract required.

Students who feel that they have been treated inappropriately by a Residence Life and Housing staff member should report such cases in written format to the Director of Residence Education at 40 Coming Street.

### **Confiscated Property**

Unauthorized items will be confiscated and may not be returned.

### **Drugs/Drug Paraphernalia**

The College of Charleston has a zero tolerance policy for the purchase, attempt to purchase, possession, distribution, attempt to distribute, trafficking, or use of illegal drugs/drug paraphernalia, seeds, stems, and residue, or aiding in any of the above. If illegal drugs, drug paraphernalia, seeds, stems and/or residue are found in the room or common area of a suite, all areas of the room/suite can be searched and all residents and/or visitors of that room/suite may be subject to judicial sanctions.

If perceived to be under the influence of any substance that may put one at risk of harm to self or others, residents and/or guests will be evaluated by medical professionals to determine whether transport to a local emergency room is necessary. Parents/guardians will be notified according to our parental notification policy.

### **Facilitating or Accepting Improper Behavior**

Facilitating or accepting improper behavior is defined as aiding or choosing not to confront a person violating the honor code, code of conduct or other regulation, choosing not to leave such a situation, or choosing not to tell a college staff member about the violation.

A student in the presence of a policy violation yet not actively involved has three choices:

- 1) Leave the situation
- 2) Ask the student(s) to stop the behavior and/or take it out of the room

AND if the behavior continues,

- 3) Seek assistance from a college staff member (for example: Resident Assistant or Public Safety).

A student who does not follow the above steps can be held responsible for the policy violation.

### **Fighting/Assault**

Belligerent acts that result in threatening, pushing, hitting, or shoving may result in a required room change or removal from the residential system with no refund of fees and full payment of contract required. Students who find themselves confronted by such situations should withdraw and report to their RA/HM, a desk assistant, or Public Safety. If not, both students will be held responsible.

### **Fire and Life Safety**

Fire safety equipment, including smoke alarms, are provided in each room and are maintained regularly by Fire and Life Safety. If special accommodations need to be made to comply with ADA regulations, please contact the Department of Residence Life and Housing. If you hear an intermittent beep from the smoke detector, report this to Fire and Life Safety at 953-5499 between 8:30 am and 5:00 pm Monday through Friday, or to Public Safety at 953-5611 after hours and on weekends. **DO NOT REMOVE BATTERIES OR ATTEMPT TO CHANGE BATTERIES!** Additionally, no items are to be hung from or placed over smoke detectors or sprinklers or over building lighting (in rooms, common rooms, bathrooms, hallways, etc.).

Each time a fire alarm sounds, it is mandatory for all students and guests to evacuate the building. Residents who remain in the building during a fire alarm will be subject to disciplinary action. Once evacuated, residents must remain outside until the building has been cleared by Charleston Fire Department officials.

Assembly Sites: These locations are provided for your safety and to allow the Fire Department personnel adequate access to the building. When an alarm sounds, students must assemble in the following areas:

Berry: Across St. Philip Street in front of the Bell Building parking lot.

Buist/Rutledge Rivers: R. S. Small Library side exit: Intersection of College Promenade and Greenway. Coming Street side exit: In the grassy area of the horseshoe. Hawkins Room side exit: Intersection of College Promenade and Greenway.

College Lodge: On sidewalk on the side of the building move down to King or St. Philip Streets.

Craig: Exit the hall and walk down the sidewalk to the front of the education center

George Street: Across George Street to the parking lot.

Historic Houses: Across the street from the house.

Kelly House: Across St. Philip Street in the Charleston Water Systems parking lot.

Liberty Street: Across Liberty Street, down St. Philip St. toward the Education Building.

McAlister: Across St. Philip Street in front of the parking garage.

McConnell: “P” Parking Lot behind Fraternity Row.

1 Warren Place: Across the street in front of 10 Warren Place.

10 and 20 Warren Place: At the far side of the parking lot.

Students are prohibited from tampering with any barrier (including but not limited to all locks, gates, doors, barricades, chains, enclosures, signs, tags or seals) installed by or under direction of fire officials. Students found in violation of this policy will be subject to disciplinary action.

### **Furniture**

Furniture placed in the lounges and other public areas is for the use of all residents. Do not remove furniture from these areas.

Furniture in your room is not to be removed at any time. You are responsible for having all College furniture in place and in good condition. Additional furniture may be brought in providing all residents of the room/suite agree and the item does not block egress or otherwise violate fire and life safety codes.

### **Mandatory Meetings**

Residence Life and Housing reserves the right to call mandatory meetings as deemed necessary by appropriate staff. If you are unable to attend a mandatory meeting due to a class conflict, you must contact your RHD or the staff member you are to meet with at least 24 hours prior to the meeting.

### **Noise**

Noise can be an extremely frustrating issue in community living and can interfere with residents’ sleep, study and socialization periods. Between 8:00 p.m. and 8:00 a.m., “quiet hours” are enforced in all residence halls and houses. During these hours, keep noise to a minimum to allow residents to study and sleep. “Courtesy hours” are in effect 24 hours a day. During these times, reasonable quiet should be maintained. Loud music or other disturbances are not allowed. During exams “Quiet Hours” will be in effect 24 hours a day until the halls officially close.

### **Pets**

For health reasons, sanitary concerns and space constraints, pets (except fish) are not permitted in the residence halls/houses. Fish aquariums must not exceed 10 gallons and must be cleaned on a regular basis to prevent odor. Students will be financially responsible for cleaning/damage repair costs should the tank leak, break or cause any damage to College property.

## **Posting Policy**

All publicity for school functions (flyers, posters, etc.) must be approved by the Coordinator for Residence Education 48 hours prior to the time of posting and must bear the appropriate stamp. Publicity with reference to alcohol or any item/action prohibited in the residential setting will not be approved. Any unstamped material will be removed. All publicity should be delivered to 40 Coming Street or the Berry Hall Resource Room for approval.

## **Smoking**

Smoking is not permitted inside any residence hall or historic house at the College of Charleston. Smoking is also prohibited within 25 feet of a building entrance. Faculty, staff and students who wish to smoke may do so outside at the designated smoking areas where proper ash receptacles exist. Smokers must properly dispose of cigarette/cigar remains in designated receptacles.

## **Sports-like Activities**

Sports-like activities are not allowed inside the residence halls and houses or on balconies/porches as they are a safety hazard to all and may cause damage to the facilities.

## **Theft**

Theft is defined as the unauthorized taking or appropriating of property from a roommate, suitemate, or from any member of the residential living community.

## **Vandalism**

Deliberate destruction of property, including bulletin boards, will not be tolerated. Students will be held responsible individually or as a group. If the responsible party is identified, the student will be sanctioned according to the nature of the vandalism. If the responsible party is not identified, Collective Accountability will be assessed and all members of the suite/floor/hall will be sanctioned.

## **Violations of Municipal, State, or Federal Law**

Students may be accountable to both outside authorities and to the College for acts which constitute violations of law.

## **Visitation Policy**

<u>Definitions:</u>	<i>Visitation</i>	- A resident's <i>guest</i> in a residence hall.
	<i>24/7</i>	- 24 hours a day, 7 days a week
	<i>Guest</i>	- A non-resident of a student residential facility, and/or student apartment, and/or student suite, and/or student room.
	<i>Host</i>	- Resident of a student residential facility, student apartment/student suite/student room, "hosting" a guest.
	<i>Sign-in</i>	- Registering of guest's name and signature, along with the presentation of the guest's photo identification
	<i>Overnight</i>	- The hours between 12:00 PM midnight and 8:00 AM
	<i>Roommate/Suitemate Agreement</i>	- Document signed by all members of a student apartment, and/or student suite, and/or student room

- Area Coordinator* - The Residence Life and Housing professional staff person responsible for the general day to day management of the residence halls in a specific area of campus.

All on-campus residential facilities have 24/7 visitation privileges.

#### 24/7 Guest Visitation

With 24/7 Visitation, residents can host guests at any time in public areas of his/her residential facility. All guests must sign-in at the front desk.

The parameters for the hosting of guests in a student apartment/suite/room are subject to the provisions set forth in the Roommate/Suitemate Agreement developed by the particular residents. If a Roommate/Suitemate Agreement is not in force, the wishes of the roommate(s) objecting to a guest visitation will prevail.

The overnight guest policy, as written in this document, supersedes any and all agreements entered into by the residents of an student apartment, student suite, or student room.

#### Overnight Guest Policy

Overnight guests are permitted to stay in a resident's room/suite/apartment under the following provisions:

1. Persons under 16 years of age may not be overnight guests at anytime without the written permission of the appropriate Area Coordinator.
2. The resident host must be with his/her guest at all times during the stay. The host will assume all responsibility for his/her guest's actions. Guests will be expected to adhere to the same policies as resident students. Failure to do so may result in disciplinary action against either/or both the host and the guest. In any event, until a determination has been made as to the status and outcome of an alleged violation, a host's and/or guest's visitation privileges may be suspended.
3. All roommates **MUST** mutually agree to have overnight guests/visitors in the apartment/suite/room.
4. Unless a resident seeks prior written permission from the appropriate Area Coordinator, overnight hosting privileges, within his/her apartment/suite/room, extend to no more than two consecutive nights.
5. Unless otherwise approved, a guest's visitation privileges, regardless of the host, extend to no more than two consecutive nights.
6. A resident's overnight hosting privileges, within his/her apartment/suite/room, as well as any guest's overnight visitation privileges, within a residential facility, extend to no more than five nights in any calendar month.
7. Students are reminded that lounges may not be used as sleeping areas and that a guest may be required to leave if his/her behavior is deemed inappropriate by the Residence Life and Housing staff or Public Safety. Violations of the Visitation/Guest Policy may result in the termination of guest privileges.

### Sign-in Procedures

All residential facilities with Information Desks staffed 24 hours a day are subject to the following procedures:

1. All guests must be registered at the front desk. Residents must leave their valid CofC ID at the desk. Guests must show a picture ID: CofC ID, military ID, passport, or state issued license or ID are the only IDs accepted; forms of identification from other Colleges, Universities, and places of employment will not be accepted. The Desk Assistant will record the necessary information.
2. Only residents of the building are allowed to check guests in.
3. The host must escort guests at all times.
4. Guests must be signed in/out of the residence hall each time he/she enters or leaves.

NOTE: While residents in facilities without 24 hour front desks are not subject to signing-in, residents and their guests in those facilities must adhere to all other visitation policies.

### **Weapons**

Weapons of any kind are prohibited within the residential system.

## Policy Violation Procedures

Policies and procedures are put into place for the safety and development of the community. When policies are violated a certain protocol takes place. Here is what you can expect:

1. The situation is addressed by a member of the Department of Residence Life and Housing.
2. The situation is documented on an Incident Report Form.
3. Those involved in the situation will be asked to fill out a Student Statement Form.
4. Those involved will be provided a Notice Statement to schedule a meeting with a Judicial Officer.
5. A meeting will take place with a College of Charleston Judicial Officer who will then apply the appropriate sanction(s). In cases where the policy violation may result in suspension or expulsion, the case will be referred to the Dean of Students.

### Possible sanction(s) descriptions are as follows:

**Verbal Warning** - The Judicial Officer consults with the student about the violation and explains that a second occurrence will result in further sanctions. This warning is given at the discretion of a Judicial Officer.

**Written Warning** - A discussion of the incident with a Judicial Officer; becomes a matter of permanent record in Residence Life and Housing; given at the discretion of the Judicial Officer.

**Confiscated Items** - Residence Life and Housing does not have storage space to keep confiscated items. When an item(s) is confiscated from a student, it will NOT be returned to the student and will be donated to a local charity.

**Educational Sanction** - Designed to promote self reflection, the student understanding of how his/her behavior impacts others, the college community, the student's personal being, and personal future as well as being a deterrent for future violations and raising awareness through activities that relates to the violation.

**Fines & Restitution** - Monetary penalty that is added to a student's financial record; if not paid, this may result in an administrative hold on one's record.

There are four types of fines within Residence Life and Housing:

- 1) Fire & Life Safety fines
- 2) Vandalism/Damage to Property fines
- 3) Checkout fines
- 4) Lost Key fines

Fines for excessive vandalism will be levied according to the damages. Amounts of fines are at the discretion of Residence Life and Housing. Students are subject to fines given at the discretion of the Department of Residence Life and Housing for failing to comply with directives given by Residence Life and Housing staff.

Anyone found guilty of tampering with or damaging fire and safety equipment is subject to judicial action and will be charged as follows:

Damage, tampering, or removal of any fire alarm or sprinkler system components (i.e. tape over detector, removing detector, etc.)	\$250.00
Deliberate activation of a fire alarm or activation of a sprinkler system (in addition to charges related to damage caused by the sprinkler system activation)	\$250.00 & 25 hours community service
Damage, tampering or removal of any exit sign or emergency lights	\$200.00
Failure to evacuate a building during an alarm	\$200.00
Unauthorized discharge, tampering, damage to, or removal of a fire hose/standpipe (in addition to charges related to damage caused by discharge of the standpipe system)	\$200.00
Damaging, tampering or overriding any Fire Exit closures, magnetic locks, etc.	\$250.00
Damaging an emergency telephone in an elevator	\$200.00
Unauthorized discharge, tampering, damage to or removal of a portable/fixed fire extinguisher extinguisher cabinet or bracket	\$200.00
Activation of a fire alarm due to unauthorized activity (i.e. excessive smoke from cigarettes, tobacco, illegal substances or other unauthorized smoke producing items or devices)	\$100.00
Damage to or removal of ceiling tile, fire stopping and draft stoppage	\$75.00 per tile
Possession of unauthorized appliances	\$25.00 per item and confiscation of the item(s).
Damaging, tampering, taping, removal of lock, or propping door open	\$200.00 & possible removal

**Disciplinary Service** - Requires the student to volunteer personal time for the residence hall, campus, or community at-large.

**Revoking of a Privilege** - Having one's privileges as a resident of the College restricted for a specified amount of time as related to the violation (i.e. suspension of visitation).

**Required Room Change** - The student must move out of the current room to another space allotted by Residence Life and Housing by a specified date.

**Referral** - Residence Life and Housing reserves the right to refer students to other offices within the College of Charleston for further sanctions (i.e. Honor Board or Substance Abuse Services).

**Parental Notification** - The Family Educational Rights and Privacy Act (FERPA) permits an institution of higher education to disclose to parents or legal guardians the results of disciplinary hearings and actions if the student is less than 21 years of age and responsible for violating campus rules regarding the use or possession of alcohol or a controlled substance. Parents or guardians of students under the age of 21 will be notified of all violations of College drug and alcohol policies.

**Collective Accountability** - When violations occur to any part of a residence hall or house, every effort is made to determine who is responsible. When this fails however, all residents in the area affected will be notified of the violation and given a period of time in which any information about the incident may be given to your RA. If this fails to yield a responsible party, all residents in the affected area will be sanctioned accordingly. A series of warning letters are sent to residents in an attempt to gain information leading to the apprehension of the responsible party.

**Disciplinary Probation** - A student on probation is not considered in good standing within the College, and his/her continued enrollment is conditioned upon good conduct for the probationary period. The period of time over which the probation extends shall be set forth in the letter to the student as well as the probability of more severe disciplinary sanctions if the student is found to violate any regulation during the probationary period. This sanction may limit student participation in other College activities or programs as determined by individual College units.

**Residence Life & Housing Probation** - The student is in a probationary status within the residence hall system; any significant behavioral violation of policy while on probation will cause the student to be removed immediately from the residence hall community with no refund of housing fees and full payment of contract required.

**Deferred Suspension** - A student on deferred suspension is not considered in good standing within the College, and the suspension is held in abeyance as long as all other sanction conditions are completed and the student has no other proven code violations. The period of time over which the deferred suspension extends shall be set forth in the letter to the student. This sanction may limit student participation in other College activities or programs as determined by individual College units.

**Suspension** - The student is placed on suspension for a minimum of one academic semester. The suspension is issued by the Dean of Students in the Office of Student Affairs.

**Disciplinary Removal** - The student is required to move out of the residence hall community within 10 days. S/he is banned from all campus housing. There is no refund of fees; full payment of contract is required. Students removed for disciplinary reasons can re-apply for on campus housing, after two academic semesters, by submitting a written request to the Dean of Residence Life and

Housing for consideration. Residence Life and Housing reserves the right to accept or reject such request after consideration. A housing application will be mailed to the student based on availability.

**Interim Removal** - Whenever there is evidence that the continued presence of a student in the residential community poses a substantial threat to him/herself or to others or to the stability and continuance of normal residence life functions, Residence Life and Housing may remove the accused student for an interim period pending disciplinary proceedings or medical evaluation. Such interim removal becomes immediately effective without prior notice. A student removed on an interim basis will be given an opportunity to appear personally before the Dean of Residence Life and Housing or other appropriate official within 5 business days from the effective date of the interim removal for a hearing only on the following issues:

- The reliability of the information concerning the student's conduct.
- Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the campus poses a substantial threat to him/herself or to others or to the stability and continuance of normal college functions.
- Prorating of fees due to interim removal is determined by the Dean of Residence Life and Housing.

**Disciplinary Expulsion** – permanent dismissal from the College.

**Residence Expulsion** – permanent separation of the student from the residential system. This sanction is automatically accompanied by the assignment of a Persona Non Grata status from all residential environments of the College and full payment of the housing contract if the removal is due to a code or regulation infraction.

### **Multiple Violations/Behavioral Incidents Over Time**

Over time multiple minor violations can become a serious detriment to the quality of life. Therefore, any student who receives three incident reports in one year is subject to: required room change, Residence Life & Housing probation, or removal.

While a student is on Residence Life and Housing probation, another incident of any type may result in removal from the residence hall system with no refund of fees and full payment of contract required.

### **Searches**

The College reserves the right for officials to search individual rooms, suites, halls, buildings or any area when there is reasonable suspicion that a policy violation or illegal activity is taking place, or that a student is concealing substances, property, contraband items or participating in behaviors that are in violation of policies.

The Department of Residence Life & Housing and Public Safety have the authority to search or check book bags, boxes, suitcases, etc. for unauthorized/illegal items or substances upon entering any residence hall. UNAUTHORIZED ITEMS WILL BE CONFISCATED AND MAY NOT BE RETURNED.

Violations discovered as a result of any search (routine maintenance, mid-semester check, fire alarm check, etc.) are subject to Residence Life and Housing and Student Affairs adjudication procedures. Public Safety may obtain a search warrant and criminally prosecute violations.

### **Appeals**

The Department of Residence Life and Housing has an appeals process in place for students found in violation. The grounds for an appeal are:

- 1) To determine whether the meeting with the Judicial Officer was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Housing Contract or Guide to Residence Living was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
- 2) To determine whether the decision reached regarding the accused student was based on a preponderance of evidence, that is, if the evidence is sufficient to determine that the violation is more likely to have occurred than not.
- 3) To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

A student will have three business days after meeting with the Judicial Officer and after being sanctioned to turn in a written appeal to the Director of Judicial Services based on the criteria listed. If the appeal is denied, the sanctions are imposed. If the appeal is accepted, the case will be heard within five (5) business days after appeal is granted. In the case of innocence, the case is dismissed. The appeals decision of guilt or innocence is final.

Please Note: This appeals process applies only to cases heard by a Judicial Officer within the Department of Residence Life and Housing. All policy violations heard by the Honor Board or Dean of Students have a separate appeals procedure.

**R.H.A.**  
**RESIDENT HOUSING ASSOCIATION**

If you live in a residence hall, you're already a member!

**What is R.H.A.?**

RHA is a student organization whose members consist of all residential students at the College of Charleston. RHA serves as a student-led advisory board for the Department of Residence Life & Housing and advocates for residential students' interests within the housing system.

Every Wednesday

**7:00 pm**

Berry Hall Activity Room 104

Take ownership of your Residence Life experience -  
become an active member of RHA and let your voice be heard!

Programming ■ Hall Councils ■ Facilities Issues ■ Policy Changes ■  
Leadership Development Opportunities ■ National Conferences ■  
Advisory Board ■ Residential Student Concerns

## Public Safety

Emergency Line ☐ 843-953-5611  
 Non-Emergency Line ☐ 843-953-5609

**Located on the ground floor of the St. Philip Street Garage (next to mail services)**

<p><b>Emergency Call Boxes</b>          are installed throughout campus. Push the button to request emergency assistance or to report suspicious or dangerous situations.</p>	<p style="text-align: center;"><b>Silent Witness</b></p> <p>To anonymously report criminal activity or serious policy violations, check out the Silent Witness Program. You can access this confidential reporting system through Public Safety's page on the main college website or at <a href="http://www.cofc.edu/publicsafety/importantnumbers/silent.php">www.cofc.edu/publicsafety/importantnumbers/silent.php</a>.</p>
<p><b>Operation: Identification!</b></p> <p>Engrave your valuables and make a record of your belongings to aid in recovery of lost or stolen items! Visit the Department of Public Safety for assistance with engraving and other ideas to help keep you (and your property!) as safe as possible!</p>	
<p><b>That's a Nice Bike! Want to Keep It?</b>          All bikes on campus must be registered! Stop by Public Safety to register (only \$1.00 per bike). Remember, bikes should only be secured with a U-Bolt lock! Only lock your bike to designated bike racks on campus - bikes improperly secured will be confiscated and taken to Public Safety. Locks cut by Public Safety aren't replaced, so make sure your bike is secured in the proper place!</p>	<p style="text-align: center;"><b>Life in the Big City</b></p> <p>C of C is an URBAN campus! We want you to feel safe on campus, but you still need to take basic safety precautions. Call Public Safety for an escort. They're available 24 hours a day, 7 days a week to escort you to or from class, residence halls and college-owned parking lots/garages. Take an active role in your own safety!</p>
<p><b>Locked Out?</b> Check with the information desk to see if your RHD is in the office. If your RHD is not in the office, go to Public Safety for a loaner key. Make sure you bring it back within 12 hours. If you don't have ID with you, you'll need to know your student ID number and other pertinent information. Memorize it now!</p>	
<p><b>Get R.A.D.!</b> It stands for Rape Aggression Defense System. The program is geared toward equipping women with knowledge about awareness, prevention and risk-reduction and progresses to the basics of hands-on defense. To find out when the next class takes place, call 843-953-7840! Bring your friends!</p>	<p style="text-align: center;"><b>Lost &amp; Found</b></p> <p>Lost something? Found something? Come to Public Safety - Items are inspected and inventoried. Valuables are held for up to 90 days.</p>

**C.A.R.E.**  
**Certified Victim Assistance Specialists**  
**(Confidential Assistance)**

**IF CRIME IS A PART OF A YOUR COLLEGE EXPERIENCE, CALL  
C.A.R.E.**

...because what you don't know CAN hurt you!

Whether you are the direct victim, witness, or friend who helped the victim, there is fallout that may need to be addressed missed classes and/or classwork, further disruption to class attendance if going to court and possible ongoing difficulties that may arise – all related to the crime. C.A.R.E. specialists are specifically trained to help with all crime-related problems.

**Non-counseling**  
**Non-law Enforcement**  
**Victim Assistance**

*No matter where the crime occurs on or off campus.*

*C.A.R.E. Non-emergency Assistance* An incident occurred days, a week, a month ago – walk-in from 9 a.m. through 4 p.m., Monday – Friday; or call **953-3390** to set up an appointment. Please ask to speak with a C.A.R.E. specialist.

*C.A.R.E. Emergency Team Response*

Non-law enforcement/medical assistance for an incident that has just occurred - Emergency pager at 724-3600.

**What C.A.R.E. does NOT handle:**

- Life-threatening situations to include: crime in progress, fire, suicide, attempted or threat of suicide, illness or injury, etc. For assistance contact the appropriate emergency response agency:
  - On campus (953-5611)
  - Off campus (911)
- General roommate disputes contact: RA and/or RHD.  
*(Roommate disputes that involve violence, harassment, threats, or intimidation, contact C.A.R.E.)*
- Psychological or emotional problems (non-violent relationship issues, eating disorders, drug/alcohol problems, etc.), contact:
  - Counseling and Substance Abuse Services  
(953-5640)

**C.A.R.E. Office:**  
**67 George St., 2<sup>nd</sup> floor, rooms 202 & 203**  
**Phone: 953-3390**  
**Visit our website: [www.cofc.edu/~care](http://www.cofc.edu/~care)**



**Symptoms of alcohol poisoning:**

1. Person is unconscious or semi-conscious and cannot be woken.
2. Cold, clammy, pale or bluish skin.
3. Check to see if breathing is slow, less than eight times per minute, or irregular, with ten seconds or more between breaths.
4. Vomiting while “sleeping” or passed out, and not waking up after vomiting.

**If a person has any of these symptoms, he or she is suffering from acute alcohol intoxication.**

1. Get help. Call someone, a staff member, an ambulance, public safety, someone who can help.
2. Do not leave the person alone.
3. Turn him or her on their side to keep them from choking in case of vomiting.
4. Always be “better safe than sorry” if you are not sure what to do.

For more information about alcohol poisoning or substance related matters, check out the Better Things To Do website at [www.cofc.edu/betterthingstodo](http://www.cofc.edu/betterthingstodo)

# Counseling Services

Counseling's mission is to provide College of Charleston students with services that support persistence and success in school.

Counseling (also called psychotherapy) is a process where someone seeks help for problems of an emotional nature. By establishing a positive trusting relationship, counselors help individuals cope with the problem, mature and grow, and learn more about themselves in the process.

- Individual, couple, family and relationship concerns
- Assessment and treatment for alcohol and substance abuse problems
- Testing for possible learning problems
- Other limited psychiatric services are also available.

CASAS utilizes a strength-based, short-term model. Short term treatment works because it builds upon an individual's strengths and resources. Research has found that a short-term approach to treatment is effective in bringing about lasting change for 83% of people within five sessions or less.

## **You don't need an appointment!**

Walk In Hours

Monday through Thursday, 12:30 pm - 5:30 pm

Friday, 12:30 pm - 3:30 pm

Robert Scott Small Building, 3<sup>rd</sup> Floor

843-953-5640

Wondering what to expect? You'll fill out some paperwork (completely confidential) and meet with a counselor to discuss your concerns and how counseling can benefit you.

### **Problems commonly reported by college students seeking counseling:**

Drinking too much and/or taking drugs • Problems with eating or sleeping • Difficulty concentrating • Feeling helpless or hopeless • Feeling so anxious, afraid or depressed that activities and/or relationships are affected • Performing poorly at work and/or school • Physical, sexual, and/or emotional abuse • Fluctuating mood swings • Low self-esteem • Having reactions to an event that seem in excess of what might be expected • Experiencing a crisis or stressful event, such as a death in the family, divorce, or break-up • Thoughts of suicide • Conflict with a significant other • Difficulty adjusting to college

If you feel your situation is an emergency, indicate this to the receptionist and you will be able to meet with a counselor immediately.

For after-hours emergencies, the counselor on-call can be reached by calling 953-5611.

Friends. Fun. Basketball. Residence Halls. Programs.  
 Baseball. Concerts.  
 Parties. Folly. Sullivan's Island. IOP. Shopping. King  
 Street. Movies.  
 Sailing. Restaurants. Clyde the Cougar. History.  
 Tradition. Fine Arts.  
 Great weather. Beautiful buildings. Soccer. Music. Bands.  
 Laughter. Culture. Plays. Downtown. Campus. Stories.  
 Sharing. Photos. Memories.

**All great reasons to pick C of C.**

But don't forget, you're also here for a DEGREE.

Let the Center for Student Learning help you achieve YOUR  
 academic goals!

<p><b>CSL Office Hours</b>          Monday - Friday          8:30 am - 5:00 pm</p> <p><b>Lab Hours</b>          Sunday 6:00 pm - 9:00 pm          (Math &amp; Speaking Labs Only)</p> <p>Monday - Thursday          9:00 am - 9:00 pm</p> <p>Friday          9:00 am - 12:00 pm</p> <p><b>Contact</b>          Phone: 843.953.5635          Fax: 843.953.5798</p> <p><b>Location</b>          Center for Student Learning          1st floor Addlestone Library          205 Calhoun Street          Charleston, SC 29424</p>
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**Center for Student Learning**

Composed of labs and other tutorial services, the CSL provides students with individual or group assistance from trained and experienced staff, faculty, and peer tutors.

Supplemental Instruction meeting times are set by semester, and study groups and study skills seminars are scheduled periodically throughout the semester.

**Study Skills Seminars, Fall 2007**

Tuesdays @ 4:00 pm	□ Wednesdays @ 6:00 pm
8/28 & 8/29	Time Flies
9/4 & 9/5	Re-Think Research
9/11 & 9/12	Read & Remember
9/18 & 9/19	Find Your Focus
9/25 & 9/26	Noteworthy Notes
10/2 & 10/3	Take Your Best Test
10/9 & 10/10	It's Wide to Get Advised
10/30 & 10/31	Memory matters
11/6 & 11/7	Your Future, Beyond the Cistern
11/13 & 11/14	Plan for Exams

**Walk In Tutoring available for:**

- ◆ Accounting ◆ Math ◆ Spanish
- ◆ French ◆ Writing ◆ Speaking ◆

**Appointments available for:**

- Subject Area Tutoring ◆ All Other Languages ◆
- Standardized Test Preparation

<p><b>STANDARDIZED TEST PREP</b>          is available by individual          appointment or by weekly group          schedule. Students may call the          office or request a tutor online.</p>
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**Post Graduate Study Groups** □ Available for all students and alumni (FREE)

Mondays Graduate Management Admissions Test  
Tuesdays Law School Admissions Test  
Wednesdays Graduate Record Exam  
All groups meet in the Center for Student Learning □ Addlestone Library 3-5 PM