Division of Student Affairs - Student Support During Remote Learning

For the most up-to-date information, please visit our webpages or contact our offices.

<table>
<thead>
<tr>
<th>Student Affairs</th>
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<tr>
<td><strong>Division of Student Affairs Administration - Office of the Executive Vice President</strong></td>
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</tbody>
</table>

**We can be reached at:**
Phone: 843.953.5522  
Email: studentaffairs@cofc.edu  
Alicia Caudill, Executive Vice President for Student Affairs caudillad@cofc.edu  
Susan Hartman, Assistant to the Executive Vice President hartmans@cofc.edu  
Jeri Cabot, Dean of Students, Associate Vice President cabotj@cofc.edu  
Michael Duncan, Associate Vice President for Student Involvement duncanm@cofc.edu  

Office Hours: M-F, 8:30 a.m. to 5:00 p.m. (We are available by email outside of business hours as well.)  
Website: [https://studentaffairs.cofc.edu/](https://studentaffairs.cofc.edu/)

**Services we are providing:**
- Response by phone or email for info regarding this division summary of services  
- Provide assistance to inquiries or requests if a division area cannot be reached  
- Provide referrals and direct references to appropriate division and campus resources  
- Provide information/resources in coordinating: Student Emergency Support

**Student Emergency Support**

- FAST forms (Faculty/Friends/Family Assisting Students in Trouble) are available at [http://deanofstudents.cofc.edu/fast/index.php](http://deanofstudents.cofc.edu/fast/index.php)  
- Cougar Food Pantry is available in the Stern Center. If you need to access the Pantry, please go to [https://studentlife.cofc.edu](https://studentlife.cofc.edu) and contact the staff person on-campus to make an appointment.  
- Want to be connected with a Religious Life Council member? Contact Christine Workman, Director of Student Life at workmancl@cofc.edu  
- See more details below from our departments in the Division of Student Affairs.

**Donations to benefit student emergency support:**
- Thrope interested in donating to the Student Emergency Fund can do so here: [https://give.cofc.edu/donate](https://give.cofc.edu/donate)  
- To donate items to the Cougar Pantry, please go to [https://studentlife.cofc.edu](https://studentlife.cofc.edu) and contact the staff person on-campus for that day for help with a drop-off time.
Student Health Services

We can be reached at:
Phone: 843-953-5520
Email: healthservices@cofc.edu
Office Hours: M-F, 8:30 a.m. to 5:00 p.m.
Website: http://studenthealth.cofc.edu/

Services we are providing over the phone remotely: (available to students who are currently living in SC)
• Medication refills
• Mental health follow-up of existing patients
• Phone assessment of fever, cough and/or respiratory symptoms. Referring to online assessments as necessary.
• Triage of selected gastrointestinal illness, general illness, sore throat, allergy, skin problems, eye problems, musculoskeletal complaints, STI counselling, etc.

Services we are providing in-person:
• None at this time

Services we are unable to provide by phone:
• New psychiatric medication evaluation, routine well-person evaluations, gynecological services

Absence Memo Office

We can be reached at:
Phone: 843.953.3390 (no fax available)
Email: AbsenceMemo@cofc.edu
Virtual Office Hours: 8:45 a.m. - 5:00 p.m.
Website: https://victimservices.cofc.edu/absence-memo/index.php

Services we are providing:
• Respond to inquiries by phone or email listed
• Absence Memo request submissions will be processed electronically

Campus Recreation Services

We can be reached at:
Phone and Email:
   Gene Sessoms 843-953-8257 sessomse@cofc.edu
   Bucky Buchanan  843-953-3898 lbuchana@cofc.edu
   Freddie Lipata  843-953-5559 LipataF@cofc.edu
   Sara Coleman 843-953-7291 colemansm@cofc.edu
Website: http://campusrec.cofc.edu/

Key Updates:
• Recreation facilities will reopen on September 11, 2020.
## Career Center

**We can be reached at:**  
Phone: 843-953-5692  
Email: careercenter@cofc.edu  
Office Hours: M-F, 8:30 a.m. to 5:00 p.m.  
Website: [http://careercenter.cofc.edu/](http://careercenter.cofc.edu/)

**Services we are providing:**  
- Email, phone, and Zoom appointments with staff  
- Virtual drop-in hours throughout the week  
- Resume and cover letter review  
- Job search assistance  
- Virtual workshops

## Center for Civic Engagement

**We can be reached at:**  
Stephanie Visser, Director  
Phone: 843-953-5838  
Email: vissers@cofc.edu  
Hours: M-F, 8:30 am – 5:00 pm  
Website: [http://volunteer.cofc.edu/](http://volunteer.cofc.edu/)

**Services we are providing:**  
- Respond to inquiries by phone or email listed  
- Connecting students to virtual volunteer opportunities, hosting 1:1 counseling on volunteer opportunities  
- Facilitate Bonner Leader Program

## Center for Disability Services

**We can be reached at:**  
Phone: 843-953-1431  
Email: snap@cofc.edu  
Office Hours: 8:30 a.m. - 5:00 p.m.  
Website: [http://disabilityservices.cofc.edu/](http://disabilityservices.cofc.edu/)

**Services we are providing:**  
- Virtual appointments with staff via phone or Zoom  
- Application processing will be conducted electronically

## Collegiate Recovery Program

**We can be reached at:**  
Wood Marchant, Director  
Phone: 843-693-5975 (call or text, 24/7)  
Email: marchantww@cofc.edu  
Office Hours: M-F, 8:30 a.m. to 5:00 p.m.
Collegiate Recovery Program (cont.)
Website: http://deanofstudents.cofc.edu/collegiate-recovery-program/index.php
For appointments and additional resources, visit https://cofcrecovery.com/

Services we are providing:
• Response to inquiries by phone or email listed above
• Continued online support meetings through the CRP as well as broader support meetings with other campuses
• Current CRP students (and any student) can reach the Director, Wood Marchant, on his cell by call or text 24 hours a day at 843-693-5975 with questions or to set up an appointment.

Cougar Shuttle
Website: https://studentaffairs.cofc.edu/cougar-shuttle/

Counseling Center
We can be reached at:
Phone: 843-953-5640
Email: counseling@cofc.edu
Emergencies and Crisis Assistance: For life threatening mental health emergencies or immediate threats, please call 911.
Additional Crisis Assistance at http://counseling.cofc.edu/emergencies/index.php
Website: http://counseling.cofc.edu/about/index.php

Services we are providing:
• Telehealth appointments for previous clients who have discussed this option with their counselor and for new clients living in South Carolina
• Consultations for out-of-state students seeking information on available online resources
• Responding to inquiries by phone or email listed above

Higdon Center for Student Leadership and Office of Fraternity and Sorority Life
We can be reached at:
Phone: 843-953-6356
Email: higdoncenter@cofc.edu
Office Hours: M-F, 8:30 a.m. to 5:00 p.m.
Website info: https://higdoncenter.cofc.edu/contact-us/index.php

Services we are providing:
• Providing full support to all fraternity and sorority chapters.
• Facilitating virtual recruitment and intake.
• Providing full support to all Leadership programs and student groups.

Multicultural Student Programs and Services
We can be reached at:
Phone: 843.953.5660
Email: msp@cofc.edu
Rochelle Johnson, Director johnsonrr@cofc.edu
Lynda Keller, Assistant Director kellerlj1@cofc.edu

Revised August 21, 2020
Multicultural Student Programs and Services (cont.)

Office Hours: M-F, 8:30 a.m. to 5:00 p.m.
Website: http://msps.cofc.edu

Services we are providing:
- Responding to inquiries by phone or email listed above
- Planning for Mentoring Matters Mentee Mid-term Reviews, Fall 2020 Class Registration Co-Advising for SPECTRA/Reboot Students, and 2020 SPECTRA Program class selections.
- Continue to stay in touch with us by phone, email, and online meetings (Zoom or Skype)
- Students are welcome to use the link http://calendly.com/kellermsps to set up an appointment to meet with Lynda Keller via Zoom or by phone.

Office of the Dean of Students

We can be reached at:
Phone: 843.953.5522
Email: Jeri O. Cabot, Dean of Students cabotj@cofc.edu
        David Aurich, Associate Dean of Students aurichdm@cofc.edu
        Ashley Daniels, Assistant Dean of Students danielsa@cofc.edu
        Molly Callahan, Student Support Coordinator and Office Manager callahanmj1@cofc.edu
Office Hours: M-F, 8:30 a.m. to 5:00 p.m. On-Call staff after hours.
Website: http://deanofstudents.cofc.edu/

Services we are providing:
- Responding to inquiries by phone or voicemail (843.953.5522) or emails listed above
- Setting up student care meetings, processing conduct matters, and responding to FAST reports (Faculty/Friends/Family Assisting Students in Trouble) via email, phone, or Zoom as appropriate (FAST = http://deanofstudents.cofc.edu/fast/index.php)
- All staff will be available for virtual meetings via phone or Zoom.

Office of Student Life

We can be reached at:
Phone: 843-953-2291
Email: StudentLife@cofc.edu
        Christine Workman workmancl@cofc.edu
        Jill Caldwell caldwellj@cofc.edu
        Brittany Burroughs burroughsb@cofc.edu
        Chris Bond bondct@cofc.edu
        Mandi Copeland brysonmc@cofc.edu
        LaVerne Cordes greenlg@cofc.edu
Website: https://studentlife.cofc.edu/

Services we are providing:
- Access by appointment to Cougar Pantry
- Virtual event and activity management
Office of Victims Services

We can be reached at:
Phone: 843.953.2273 (in case of emergency, contact 911)
Hours: 8:45 a.m. to 5:00 p.m. and On-Call at 843.953.2273 after hours
Website info: https://victimservices.cofc.edu/

Services we are providing:
• Responding to inquiries by phone listed above
• Providing consultation and services remotely

Residence Life

We can be reached at:
Residence Hall Directors can be reached at their office numbers during regular business hours. After hours, on-call system will be in place for emergencies.

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Hall Director</th>
<th>RHD Office</th>
<th>Front Desk</th>
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</thead>
<tbody>
<tr>
<td>Berry Residence Hall</td>
<td>Kaitlyn Brooks</td>
<td>843-953-6505</td>
<td>843-953-3253</td>
</tr>
<tr>
<td>College Lodge</td>
<td>Brandon Stone</td>
<td>843-953-3150</td>
<td>843-953-5104</td>
</tr>
<tr>
<td>Craig Residence Hall</td>
<td>Kaiya McGhaw</td>
<td>843-953-2277</td>
<td>843-953-5107</td>
</tr>
<tr>
<td>George &amp; Liberty Halls</td>
<td>Brandon Wilkins</td>
<td>843-953-8522</td>
<td>843-953-8506</td>
</tr>
<tr>
<td>Kelly House</td>
<td>Bond Ruggles</td>
<td>843-953-3801</td>
<td>843-953-4447</td>
</tr>
<tr>
<td>McAlister Residence Hall</td>
<td>Natalia Zagajewska</td>
<td>843-953-4463</td>
<td>843-953-4443</td>
</tr>
<tr>
<td>McConnell Residence Hall</td>
<td>Kaiya McGhaw</td>
<td>843-953-7172</td>
<td>843-953-5151</td>
</tr>
<tr>
<td>Rivers Residence Hall &amp; Bull St.</td>
<td>Bond Ruggles</td>
<td>843-953-3255</td>
<td>843-953-5105</td>
</tr>
<tr>
<td>Warren Place</td>
<td>Anna Harkins</td>
<td>843-953-3801</td>
<td>843-953-3800</td>
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Leadership Team

Director                                                                                                                   Melantha Ardrey      843-953-1476
Associate Director                                                                                                Celeste Granger       843-953-1476
Assistant Director for Staff Enrichment and Academic Achievement        Joe Vallee                  843-953-3258
Assistant Director for Recruitment and Training                                            Joy Heinzman            843-953-6408
Assistant Director for Programming and Student Engagement                 Olivia Vernon             843-953-3922
Administrative Assistant                                                                                     Rachel Valentine        843-953-5523

Office Hours: M-F, 8:30 a.m. to 5:00 p.m.
Website/Info: http://reslife.cofc.edu/

Key Updates:
• New move-in dates are tentatively scheduled for September 11-13. Students are required to schedule a new move-in timeslot.
• All students who will be living in any College-operated residence hall or historic home are required to obtain and upload a COVID-19 test prior to move-in.

Upward Bound

We can be reached at:
Phone: 843-953-5469
Email and text: Talim Lessane lessaneta@cofc.edu 843-501-4381
                                   Ameerah Vickers vickersan@cofc.edu 843-500-5904
Website: http://upwardbound.cofc.edu

Revised August 21, 2020
Upward Bound (cont.)

Services we are providing:
- Response to inquiries by phone or email listed above
- Virtual Orientation will be held on August 29th
- Saturday sessions will be held on the first and third Saturdays of each month beginning in September; supplemental student support will be offered throughout the week.