## Student Affairs
### Division of Student Affairs Administration - Office of the Executive Vice President

**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](mailto:workmancl@cofc.edu)
- See more details below from our departments in the Division of Student Affairs.

### Donations to benefit student emergency support:
- Those 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 able to provide at this time:

Services we are providing over the phone remotely: Remote (telehealth) care is only available to students physically present in the state of SC at the time of the visit
• Medication refills
• Mental health follow-up of existing patients
• Contraception counselling
• Assessment of gastrointestinal illness, sore throat, urinary tract infection, skin rashes, cold sores, lice, toothache, STI concerns (referring to in-person care at SHS as needed)
• Phone assessment of fever, cough, and/or respiratory symptoms. Referring to online assessments or testing as necessary.

Services we are providing in-person (after a COVID screen is performed):
• Assessment of general illness, allergy, eye problems, musculoskeletal complaints, gynecological care, STI counselling, depo admin, allergy shorts, immunizations, outside labwork, etc.

Services we are unable to provide by phone:
• Any care for students not physically in the state of South Carolina

SHS is unable to provide COVID19 testing at this time. Please reach out to SHS for evaluation if you believe you have symptoms consistent with COVID-19 (e.g. temperature over 100.4, cough, and shortness of breath). If you are having trouble breathing, you have persistent pain or pressure in your chest, new confusion, are unable to stay awake, or bluish lips or face, call 911 and inform them of your symptoms or call ahead if you plan to get yourself to the ER and let them know your symptoms.

For more information on the College’s plans for Fall 2020, go to the Back on the Bricks website at https://cofc.edu/back-on-the-bricks/index.php


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/

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/

Services we are providing:
• Respond to inquiries by phone or email listed
• Connecting students to virtual volunteer opportunities, hosting 1:1 counseling on volunteer opportu-
  nities
• 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/
<table>
<thead>
<tr>
<th><strong>Center for Disability Services (cont.)</strong></th>
</tr>
</thead>
</table>

**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.
Website: [http://deanofstudents.cofc.edu/collegiate-recovery-program/index.php](http://deanofstudents.cofc.edu/collegiate-recovery-program/index.php)
For appointments and additional resources, visit [https://cofcrecovery.com/](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/](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](http://counseling.cofc.edu/emergencies/index.php)
Website: [http://counseling.cofc.edu/about/index.php](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](https://higdoncenter.cofc.edu/contact-us/index.php)
Higdon Center for Student Leadership and Office of Fraternity and Sorority Life (cont.)

**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  
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
### 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/](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**

<table>
<thead>
<tr>
<th>Director</th>
<th>Melantha Ardrey</th>
<th>843-953-1476</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Director</td>
<td>Celeste Granger</td>
<td>843-953-1476</td>
</tr>
<tr>
<td>Assistant Director for Staff Enrichment and Academic Achievement</td>
<td>Joe Vallee</td>
<td>843-953-3258</td>
</tr>
<tr>
<td>Assistant Director for Recruitment and Training</td>
<td>Joy Heinzman</td>
<td>843-953-6408</td>
</tr>
<tr>
<td>Assistant Director for Programming and Student Engagement</td>
<td>Olivia Vernon</td>
<td>843-953-3922</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Rachel Valentine</td>
<td>843-953-5523</td>
</tr>
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Office Hours: M-F, 8:30 a.m. to 5:00 p.m.
Website/Info: [http://reslife.cofc.edu/](http://reslife.cofc.edu/)
Residence Life (cont.)

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

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.