

COLUMBIA COLLEGE
2024
OFFICE OF STUDENT SUCCESS

NEW STUDENT SPRING ORIENTATION

Resource Guide



COLUMBIA COLLEGE
New Student
Spring Orientation

TABLE OF CONTENTS

**2**

Welcome to Columbia College

3

Columbia College Map

4

Get CONNECTED Checklist

5

Financial Aid Tips

6

Student Success

7

Accessibility Services

8

Keys to Academic Success/Tutoring

9

Student Affairs and Police Dept

10

Edens Library

12

Counseling Services

14

Campus Post Office

16

Areas of Study

17

Honors Program

WELCOME TO COLUMBIA COLLEGE!



Greetings Koalas!

Congratulations on being accepted to Columbia College! We are excited to welcome you to campus and help you get started on achieving your educational goals. I am confident that each of you will find Columbia College to be a unique and supportive environment dedicated to helping you claim your education.



As the Provost, my job involves ensuring that the College continues to provide high quality degree programs and plenty of support for students. Our faculty, administrators, and staff are committed to helping you to have a successful academic year. Not only will you find engaged faculty who are happy to get to know you, but you will also find supportive staff, including academic advisors, student success coaches, athletic coaches, mental health counselors, student life and residence life staff, online and in person tutors who specialize in writing, math, science, and other subjects, and even the friendly team of faculty and staff who work in the library. If you don't see or don't know how to find what you need, ask.

At Columbia College, we know that education isn't just about classes - it's also about experiences. Make the most of your time here by getting involved. Participate in orientation activities. Take advantage of clubs and activities, join athletic teams, attend events, engage in community service, and take part in the vibrant life of our campus community. Make your time here something you will never forget. Your education is an investment in yourself and your future.

Remember: This is your time to dream and do! Take advantage of the resources to get you to the next step in your journey.

Please don't hesitate to reach out to me or any member of the Columbia College faculty and staff if you need support or have questions. We are here to help you get the most out of your experience. Go Koalas!

Best wishes for a successful academic year,

Dr. Kristine Barnett
Provost and Vice President for Academic Affairs

provost@columbiasc.edu

808-786-3669



● ACADEMICS

1. Barbara Bush Center for Science & Technology
Division of Business, Entrepreneurship & Technology, Division of Health & Science
2. Center for Career Coaching & Professional Development
Office of Career Services/ Office of Student Success
3. Cottingham
*Box Office
Cottingham Theater
Division of Arts
Griffin Arena Theatre*
4. J. Drake Edens Library
*First Level: Library Reference & User Services
Second Level: Honors Program; Collaborative Learning Center
Lower Level: Division of Communication, Language & Literatures; Information Technology Services; Overton Media Center; Pearce Communication Center*
5. Spears Center for the Arts
*Concert Hall
Goodall Gallery*
6. Will Lou Gray
Division of Behavioral Science

● ADMINISTRATION

7. Allison Administration Building
*First Level: Human Resources/Benefits Coordinator; Office of the President; Office of the Provost; VP Finance
Second Level: Registrar
Third Level: Financial Aid; Financial Services; Payroll & Student Employment*
8. Facilities Management

9. Janet Alexander Cotter Alumnae Hall

*Alawee Gibson Tucker Conference Room
Alumnae Relations
Office of Advancement
"The Parlor" (former Vera Young Thomas Memorial Library)
Office of Communications & Marketing*

10. The Johnnie Cordell Breed Leadership Center for Women
*First Level: Breed Leadership Lecture Hall
Second Level: Gibson-Tucker Board Room; Mary Adams Brown Grand Foyer; Office of Admissions*

11. Maxwell House

● ATHLETICS

12. Athletic Complex
*Price Pavilion
Sutton Softball Field
Younts Lacrosse & Soccer Stadium*
13. Godbold Center
*Athletics Department
Athletic Training Room
Dance Studios
George's Gym Fitness Center
Greer Natatorium
Porter Gymnasium*

● CAMPUS LANDMARKS

14. "The Columns" Gazebo
15. The Fountain
16. The Green
17. The Mall
18. Mitzi's Garden

● STUDENT LIFE

19. College Place United Methodist Church
Children's Garden Daycare
20. Columbia College Police Dept.
21. Columbia Community Family Practice
22. Hudson Hall
23. Kneece Hall — The Cottages
24. Knox Hall — The Cottages
25. McNair Hall
26. Mirse Hall
27. S.C.A.H.P.E.R.D.
South Carolina Alliance for Health, Physical Education, Recreation & Dance
28. SC United Methodist Center
29. Student Union
*First Level: Dining Area
Second Level: Terrace Café, Student Lounge
Lower Level: Office of Residence Life & Housing; Office of Student Activities*
30. T.J. Harrelson Student Services Center
*First Level: Bookstore; Women's Business & Entrepreneurship Center; Post Office; Women's Business Center of South Carolina
Second Level: Division of Student Affairs; Koala Pantry; Office of Counseling & Accessibility Services; Office of the Dean of Students; Office of Multicultural Affairs & Community Resources*

31. Wesley Hall

● PARKING

- A, B, G – Visitor Parking
C, D, E, F, H – Decal Parking

[\(back to TOC\)](#)



Complete this short checklist so you can get **CONNECTED!**

✓ [Download the Navigate App](#)

Find the free app on Apple App Store or Google Play. Log in with your Columbia College username and password (same as email), and you'll take a brief survey before getting your Summer Orientation Checklist.

✓ [Access Your Email](#)

Check your email frequently, so you don't miss important information throughout the summer. Set up your email.

- Email address:
firstname.lastname@my.columbiasc.edu
- Password: Koala and the last four digits of your social (e.g. Koala1234)

✓ [Download the Canvas App](#)

Find the free app on Apple App Store or Google Play to access your courses, submit your assignments, and connect with your Orientation Leader (OL) and other students.

[\(View Canvas Tutorials!\)](#)

✓ [Access Koala Connection](#)

- Use your **Student ID** as your logon
- Your KC password: Koala plus the last 4 digits of your SS number (ex. Koala1234) – make sure that the “K” is capitalized

To Reset KC Password

-In KC logon screen, enter **Student ID** in the Username Field and then click on ‘Forgot Password’. Enter your CC email on the next screen. An email (from jicsinfo@columbiasc.edu) will be sent to your CC email with a link to reset your password.

-Logon to your CC email and open the email. Click on “click here to reset password”. Reset to Koala+the last 4 digits of your SSN.

FINANCIAL AID TIPS

The Office of Financial Aid awards aid to qualified applicants regardless of race, religious creed, place of national origin, ethnic group, or physical disability. Most aid is awarded on a first-come, first-serve basis so submit forms as soon as possible.

COMPLETE THE FAFSA

[File the Free Application for Federal Student Aid \(FAFSA\) online.](#) Keep in mind that all South Carolina residents must complete the FAFSA **no later than June 30th** to qualify for the South Carolina Tuition Grant.

Columbia College FAFSA CODE: 003430

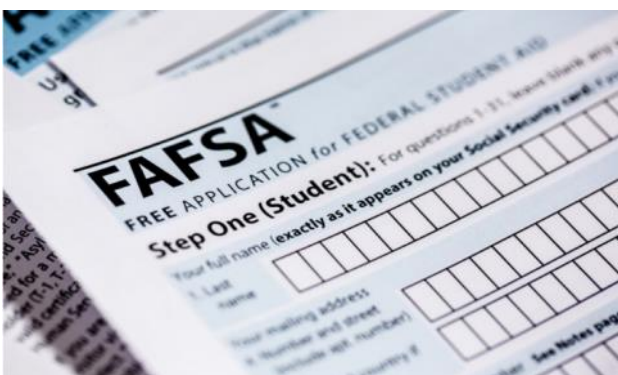
TYPES OF FEDERAL FINANCIAL AID

Students who are U.S. Citizens or permanent residents may receive the following [financial aid](#) from the Federal Government, which is determined by information students provide on the FAFSA.

- Grants
- Federal Direct Loan
- Parent PLUS Loan
- Private Loans
- SC Teacher Loan Program
- Federal Work-Study

QUESTIONS?

If you have questions regarding Financial Aid or Tuition Accounts, please call [803.786.3612](tel:803.786.3612).



SCHOLARSHIP OPPORTUNITIES

Columbia College offers a variety of scholarships including:

- Academic
- Honors
- Program-Specific
- Athletic
- In-state residents-offered by State of SC

FEDERAL LINKS

- How to create an FSA User ID [instructions](#)
- Complete the [FAFSA](#)
- [Entrance Counseling](#)
- [Master Promissory Note](#) for Subsidized and Unsubsidized Loan
- Apply for the [Parent Plus Loan](#)
- Parent Plus Loan [Master Promissory Note](#)

FAFSA DEADLINE: JUNE 30TH (of the year starting school)

REQUIREMENTS TO MAINTAIN AWARDS

Your financial aid is awarded contingent on your maintaining Satisfactory Academic Progress. The following must be true to retain your financial aid eligibility for the following academic term:

Undergraduate Students

- Must have a cumulative GPA of 2.0
- Must pass 67% of all attempted hours

Graduate Students

- Must have a cumulative GPA of 3.0
- Must pass 67% of all attempted hours

[\(back to TOC\)](#)

OFFICE OF STUDENT SUCCESS

CAREER AND STUDENT SUCCESS SERVICES

Appointments can be made through Navigate Student

Provides resources and programs to foster student development while empowering students to identify and explore their academic and professional passions.

1 Academic Advising

Major/Minor selection, course registration, course withdrawal, medical withdrawal, and academic recovery

2 Peer Mentoring

Connect with a Student Success Leader to obtain help with study skills, time management & campus acclimation

3 Success Coaching

Discuss your individual academic success plan, advising, and learning strategies, individual academic consultations

4 Learning Workshops

Career Development Workshops & Success Socials offering tips on study skills, learning strategies, exam preparation, etc. for all students

5 Career Coaching

Individual career guidance and planning, resume critiques, mock interviews, and assistance finding and applying to internships, jobs, and graduate programs.

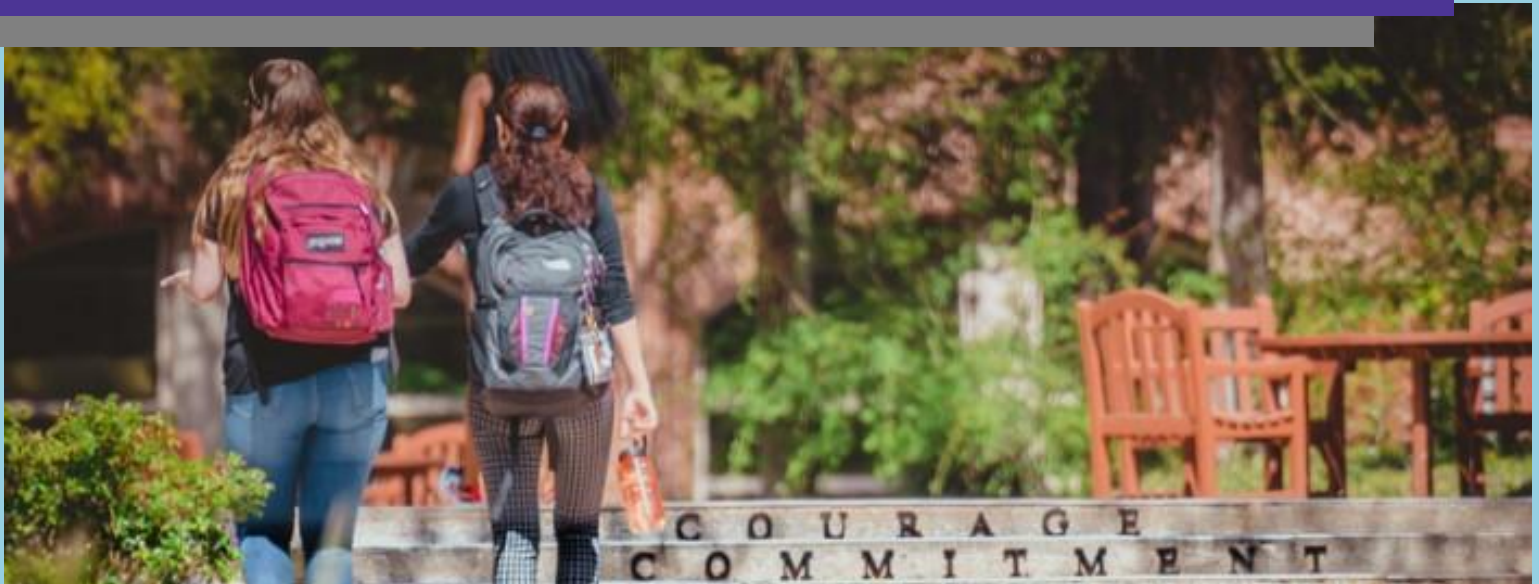
6 Accessibility Accommodations

All reasonable accommodations are individualized, flexible and confidential based on the nature of the disability and academic environment

CAREER & STUDENT SUCCESS STAFF LOCATIONS

Student Success and Career Services
Offices located downstairs in Eden's Library
—Suite 109 & Rm 119D & Rm 222

Office of Accessibility
Office located in in Eden's Library—Rm 122



The Office of Career & Student Success: Accessibility Services

Columbia College is committed to providing educational opportunities for all students and assisting them in making their college experience successful and positive. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Columbia College recognizes a student with a disability as anyone who has a physical or mental impairment that substantially limits one or more major life activity. Columbia College coordinates the provision of reasonable accommodations for students with disabilities.

The mission of the Accessibility Services Office at Columbia College is to create an academically, socially and physically accessible environment for students with disabilities by removing obstacles to learning.

ACCOMMODATION PROCESS

Each request for accommodations is considered on a case-by-case basis. To request accommodations, students must complete an application, provide documentation and schedule a collaborative consultation. Some accommodations require significant pre-planning, so students should begin the application process well in advance of the start of their first academic semester.

AVAILABLE SERVICES

Services may include (but are not limited to):

- Academic accommodations
- Testing accommodations
- Accessible housing
- Use of assistive devices
- Resource information and referral

[\(back to TOC\)](#)

DOCUMENTATION

Current documentation from a qualified physician or other licensed professional in a field related to the disability or medical condition is required. Since each disability is unique, guidelines for what constitutes appropriate documentation for a particular disability are available. At a minimum, the documentation must address:

- Verification of disability/statement of diagnosis
- Substantial functional limitations noted as a result of the disability on a major life activity (e.g., learning, hearing, seeing)
- Recommendations of possible accommodations

CONTACT: Star Jamison

Director, Student Success Columbia College

Edens Library Room 109A

803.786.3713 sjamison@columbiasc.edu

KEYS TO ACADEMIC SUCCESS/TUTORING

Tips for Academic Success

Click [here](#) for tips and strategies on various topics including:

- Note taking
- Study Skills
- Time Management
- And much more!



Visit the [Career and Student Success Services](#)

- Learning Workshops
- Success Coaching
- Peer Mentoring

Tutoring Resources

tutor.com
A Service of The Princeton Review

ONLINE TUTORING

- Free Access to [Tutor.com](#)
- 24/7 Tutoring anytime, anywhere
- 1-to-1 tutoring available on demand in 250+ subjects
- Schedule tutoring and drop-off review services



WELCOME TO THE PCC
(LOWER LEVEL OF EDENS)

WE CAN HELP YOU WITH:

WRITING

SPANISH

COMMUNICATION

HOURS:
MW 9-3:30, 4-8
TR 11-7:30
F 9-1, 2-5

MAKE AN APPOINTMENT ON NAVIGATE OR DROP IN

**NEED HELP
IN YOUR
SCIENCE OR
MATH
COURSES?**

Bush Science Center
Room 126

Approved by OSA
Remove by 12/2

MASTERY Lab

Math, Science, & Technology
Resource Center

- BIOLOGY
- CHEMISTRY
- MATH
- BUSINESS



Division of Student Affairs & Columbia College Police Department Contact Information

Student Affairs

Dr. Melissa Brannen, Acting Vice President for Student Affairs & Dean of Students

mbrannen@columbiasc.edu | 803.786.3888

- Advocate for student needs
- Student Government Association
- Campus policy development for a safe and diverse learning environment
- Parent & Family Programs

Chaplain Services

Rev. Fadetra Boyd, Chaplain

fhboyd@umcsc.org | 843-910-1813

- Spiritual counseling
- Religious life programming

Columbia College Police Department

Chief Windell Harris, Chief of Police

wharris@columbiasc.edu | 803.786.3343

- SC Criminal Justice Academy trained officers
- 24/7/365 campus patrol
- Parking decals and ID cards

Counseling Services

Mila Burgess-Conway, Director of Counseling Services

hconway@columbiasc.edu | 803.786.3603

- Individual short-term counseling
- Services are completely confidential and free
- Referrals for medication management, psychiatric assessments, and other mental healthcare needs

Multicultural Affairs & Community Resources

Dr. Melissa Brannen, Diversity Officer

mbrannen@columbiasc.edu | 803.786.3888

Ashton Peterson, Director of Multicultural Affairs & Community Resources

apeterson@columbiasc.edu | 803.786.3039

- Multicultural programs and involvement
- International student support
- Liaison to medical and community resources

Residence Life & Housing

Shadé Holmes, Director of Residence Life & Housing & Judicial Coordinator

sholmes@columbiasc.edu | 803.786.3602

- 2 full-time professional, live-in Area
- Coordinators and 17 Resident Assistants
- Housing concerns with roommates and building facilities
- Contact for meal plans
- Judicial Coordinator

Student Activities

Stacey Cumbee-Lewis, Coordinator of Student Activities

slewis@columbiasc.edu | 803.786.3663

- Campus events and traditional programs – including family weekends
- Explore Columbia trips
- 50+ student organizations with leadership development and program

CC Parents & Families Resources

Webpage: <https://www.columbiasc.edu/parents-families>

Facebook Group: Columbia College Parents & Families_South Carolina

[\(back to TOC\)](#)



Edens Library Information for New Students

Welcome to Columbia College, and welcome to Edens Library! The library is located at the heart of campus! We are a collaborative learning and social space that provides access to the resources you need to chase all your questions! Our goal in the library is to promote your academic success, while creating a comfortable environment for you to study, socialize, and destress. In the library you will find the following resources:

- Pierce Communication Center
- Student Success Center
- Esports
- Honors Collaborative
- Commuter Lounge
- Research Assistance
- IT Help
- Group & individual study spaces

Once again, we welcome you to Edens Library! We look forward to meeting you and assisting in your academic growth!

Library Website

To get to the library's website, go to <http://libguides.columbiasc.edu/homepage>. Or, from Canvas, a link to the library is under the Help tab.

Library Hours

Regular semester hours are: Monday – Thursday: 8:00 am – 10:00pm
Friday: 8:00 am – 5:00 pm
Saturday: 10:00 am – 5:00 pm
Sunday: 3:00 pm – 10:00pm

Holiday and Exam Schedules will be updated on the library homepage.

How to Access Online Databases

Edens Library provides students, staff, and faculty with access to research articles, videos, and books in over 100 online databases. To access these databases, from the library's homepage, enter your search using **OneSearch**, click on the **Research Databases** button, or click on the **A-Z Database List** button. If you are off-campus, you will be prompted to log in. **Your login credentials are:**

Username: your complete CC email address

Ex. jane.doe@my.columbiasc.edu

Password: Koala + the last 4 digits of your SSN (unless it has been changed)

Koala1234



Most Popular Databases

- *Academic Search Complete*
- *SocINDEX*
- *Psychology and Behavioral Sciences Collection*
- *JSTOR*
- *Education Full-text*
- ***New York Times*** (sign up for an online subscription using your CC e-mail account)
- *ABI/INFORM Complete*

Course Reserves

Your professor may put items for you to read or view on Reserve in Edens Library. Reserve materials are located at the Circulation Desk and arranged by the professor's name. You must check out items from Reserves, so be sure to have your CC ID with you.

Checking Out Books...and Other Items

Books are checked out for three weeks, and Media items (such as CDs and DVDs) are checked out for one week. Checked-out items can be renewed. Your student ID is your library card, so be sure to have it with you when you want to check out items from the library. You can also renew items over the phone. The library offers approximately 400,000 e-books. If you find that we do not have a book you want, see if another academic library in SC does, and complete a **PASCAL Deliv-**

Contact Us

Feel free to contact us if you need any research assistance!

Email: refdesk@columbiasc.edu

Phone: (803)786.3703 Reference Desk

Please let us know if we can help:

Laurel Whisler, Library Director

Daniel Stevens, Electronic Services and Cataloging Librarian

Jesika Brooks, Educational Technology Librarian

Kala Dunn, Research and Instruction Librarian

[\(back to TOC\)](#)

IT'S OKAY TO ASK FOR HELP

Feeling overwhelmed or stressed? Depressed? Not feeling like yourself? Or just need someone to talk to?

**Columbia College
Counseling Center
is here for you!**

Scan QR code to schedule an appointment:



**COLUMBIA
COLLEGE**

1854

Judith Myers

Case Manager

Columbia College
Counseling Services



COLUMBIA
COLLEGE

1854



Services

- on campus and off campus referrals
- emergency financial assistance & budgeting
- Medical resources

jmyers@columbiasc.edu

Need help & not
sure where to go?
Let's chat!



Rates and Services

Postage Rates change bi-annually.		Rates effective as of July 9, 2023
First Class Mail		
	Rate	
First Class Letter – up to 1 ounce		\$0.66
First Class Flat – up to 1 ounce		\$1.35
First Class International Letter (1 ounce)		\$1.50
Postcard		\$0.51
Ground Advantage Parcel Service (3-5 B-Days)		
	Rate	
<i>* Note: Parcel price is determined by weight and zip-code *</i>		
1 – 4 ounces		\$5.25
5 – 11 ounces		\$5.85
12 ounces		\$6.65
13 ounces		\$8.55
Priority Mail (3-5 B-Days)		
	Rate	
<i>* Note: Priority price is determined by weight and zip-code *</i>		
Flat Rate Envelope		\$9.65
Padded Flat Rate Envelope		\$10.40
Small Flat-Rate Box		\$10.20
Medium Flat Rate Box		\$17.10
Large Flat Rate Box		\$22.80
Priority Package (non-flat rate)		\$7.64 and up
Priority Mail Express		
	Rate	
Express Flat-Rate Envelope		\$28.75
Express Legal Flat-Rate Envelope		\$28.95
Express Padded Flat-Rate Envelope		\$29.45
Other Shipping Services		
	Rate	
Media Mail		\$3.92 to \$55.67
<i>* Note: Media Mail equals printed material and / or computer discs *</i>		
Certified Mail		\$4.35
Certified Mail with Return Receipt		\$7.90
Signature Confirmation (Packages)		\$4.05
Insurance .1¢ - \$50		\$2.70
Insurance \$50.01 - \$100		\$3.45
Insurance \$100.01 - \$200		\$4.55
Insurance \$500.01 - \$800		\$12.15

Source (USPS Notice 123 - Price List)

[\(back to TOC\)](#)

Campus postoffice rates & services:

We receive packages from all the major
Delivery Services.

You can also Send packages via USPS (we sell postage),
or by FedEx and UPS - using a prepaid label.

amazon

FedEx
Ground



We can help you get your package put together
and ready for shipment!



FREE PACKAGING
SUPPLIES AVAILABLE:

- Air Packs
- Bubble Wrap
- Peanuts
- Priority Boxes
Flat Rate & Standard
- Priority Envelopes
Express, Flat Rate & Standard
- Parcel Paper
- Packing Tape



COLUMBIA
COLLEGE

1854

AREAS OF STUDY

Undergraduate Programs

Explore more than 50 Majors, Minors, Concentrations & Certificates

You can study what you love here. Our traditional college experience offers lively in-person classroom discussions and close proximity to your professors, mentors, and best friends. Below are listed a number of our undergraduate programs organized by their division. Find out more information by going to our website—[Columbia College Academic Programs](#)

AREAS OF STUDY

Division of Arts & Humanities

- ◆ Dance Studies
- ◆ Dance Ed., Certifying to Teach
- ◆ English
- ◆ English, Certifying to Teach
- ◆ General Studies
- ◆ Music
- ◆ Studio Art

AREAS OF STUDY

Division of Business, Leadership & Communication

- ◆ Accounting
- ◆ Business Administration
- ◆ Business Analytics
- ◆ Communication
- ◆ Community & Organizational Leadership
- Concentrations:* Gen Business; Hospitality, Tourism, & Event Mgmt; Marketing, Sports Mgmt

AREAS OF STUDY

Division of Education

- ◆ Educational Studies
- ◆ Special Education
- ◆ Early Childhood Education
- ◆ Elementary Education
- ◆ Middle Level Education
- ◆ Speech-Language Pathology
- Concentrations:* English/Language; Math; Science, Social Studies

[\(back to TOC\)](#)

Explore more of our degree programs, Undergraduate and Graduate, by going to [Academics | Columbia College \(columbiasc.edu\)](#)



COLUMBIA
COLLEGE

1854

AREAS OF STUDY

Undergraduate Programs

CONT.

Division of Health, Mathematics & Sciences

- AREAS OF STUDY**
- ◆ Biology
 - ◆ Chemistry
Concentrations: Biochemistry or Chemistry
 - ◆ Computer & Information Science
Concentrations: Computer Science or Cyber Security
 - ◆ Exercise Science
 - ◆ Healthcare Administration
 - ◆ Mathematics
 - ◆ Public Health

Division of Social Sciences

- AREAS OF STUDY**
- ◆ Behavioral Science
 - ◆ Criminal Justice
 - ◆ Disaster & Emergency Mgmt
 - ◆ Forensic Psychology
 - ◆ Human Development & Family Studies
 - ◆ Political Science
 - ◆ Psychology
 - ◆ Social Work

JOIN THE HONORS PROGRAM

If you are a motivated, ambitious student who is willing to accept challenges and engage in deeper ways of learning, then you should consider honors.

Explore deeper ways of learning, take advantage of national and international programs, and graduate with distinction. Show future employers and graduate schools that you go the extra mile.



Experience Unique Recognition & Opportunities including:

- Distinction with Honors Medallion, designation on your transcript and honors diploma certificate
- Opportunities to participate in: National Honors Council, Southern Regional Honors Council and more!

[Find out more about the Honors Program!](#)

Explore more of our degree programs, Undergraduate and Graduate, by going to
[Academics | Columbia College \(columbiasc.edu\)](http://Academics | Columbia College (columbiasc.edu))